



Employee Travel Checklist

Before Approval

- Read and carefully review SAIT Policy HR 1.4 Travel and Procedure HR 1.4.1 Travel planning and approval.
- Read and carefully review FN 11.1 Expense Policy and FN 11.1.1 Expense Procedure in order to ensure awareness of Finance requirements.
- Complete and Submit AP 60 approval form to supervisor.

After Approval/Prior to Departure

- Book any flights, car rentals and/or hotels through SAIT's central travel supplier. Ensure you have adequate insurance for your trip.
 - Complete the Employee Travel Registration Form and submit it to your department administrator prior to departure.
- The following applies to international travel only***
- Read the Foreign Affairs and International Trade Canada travel reports to ensure risk level is in line with SAIT requirements.
 - Seek medical advice, obtain any required vaccinations (please complete well in advance of departure).
 - Check entry requirements and obtain entry visa for countries where required (please complete well in advance of departure).
 - Make copies of all your important travel documents including passport and insurance information. Take an additional copy with you on your trip (kept in a safe place separate from the originals).

While in Destination

- Keep receipts for all work related expenses as per FN 11.1.1 Expense Procedure. Follow the advice of Foreign Affairs and International Trade Canada.
- Maintain an awareness of local and international events and news.
- Keep your department informed of any changes to your itinerary or serious issues that occur during your trip.

Upon Return

- Submit travel expenses according to FN 11.1 expense policy and FN 11.1.1 Expense procedures overview.