



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

TRAVEL CANCELLATION REQUEST

NAME: _____

DATE: _____

DESTINATION TO: _____	FROM: _____
TO: _____	FROM: _____

PLEASE FILL OUT DETAILS OF YOUR CONFIRMED TRAVEL THAT NEEDS TO BE CANCELLED.

FLIGHT ARRANGEMENTS:

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TRAIN ARRANGEMENTS:

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CAR RENTAL DETAILS:

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HOTEL ARRANGEMENTS:

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Reason(s) for Cancellation

Employee's Signature _____

Date _____

Approved by Manager _____

Date _____