



## NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

# TRAVEL ARRANGEMENT REQUEST

1. Submit one form per trip
2. Must be approved by Manager prior to travel being arranged.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

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

**FILL OUT BOTH SECTIONS IF YOU REQUIRE MORE THAN ONE FLIGHT**

### FLIGHT ARRANGEMENTS: INDICATE AIRLINE:

DEPART DATE & TIME:		RETURN DATE & TIME:	
DEPART DATE & TIME:		RETURN DATE & TIME:	

### TRAIN ARRANGEMENTS:

DEPART DATE & TIME:		RETURN DATE & TIME:	
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### CAR RENTAL DETAILS

PICK UP DATE & TIME:		RETURN DATE & TIME:	
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**(FILL OUT IF REQUIRED TO STAY AT MULTIPLE LOCATIONS)**

### HOTEL ARRANGEMENTS:

CHECK IN DATE:		CHECK OUT:	
CHECK IN DATE:		CHECK OUT:	

### OTHER DETAILS

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved by Manager \_\_\_\_\_

Date \_\_\_\_\_

Department: \_\_\_\_\_