



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 Wilma Carpenter

Date \_\_\_\_\_

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

Date \_\_\_\_\_