



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:
TRAIN ARRANGEMENTS:
CAR RENTAL DETAILS:
HOTEL ARRANGEMENTS:
Reason(s) for Cancellation

Employee's Signature _____

Date _____

Approved by Manager _____

Date _____