



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:	
OTHER DETAILS	

Employee's Signature _____

Date _____

Approved by Manager _____

Date _____