

## Travel Request Form

Please submit your completed Travel Request Form to: [team55@dt.com](mailto:team55@dt.com) and [accountspayable@algonquincollege.com](mailto:accountspayable@algonquincollege.com).

For assistance with completing the Travel Request Form, contact the Accounts Payable team at [accountspayable@algonquincollege.com](mailto:accountspayable@algonquincollege.com).

REQUIRED INFORMATION	
<b>SPEND AUTHORIZATION NUMBER:</b>	
<b>TRAVELER'S FULL NAME:</b>	
<b>TRAVELER'S EMAIL ADDRESS:</b>	
<b>TRAVEL DATE AND RETURN DATE:</b>	
<b>TYPE OF TRAVEL:</b>	
<b>PROFESSIONAL DEVELOPMENT:</b>	
<b>COST CENTRE (CC):</b>	
<b>TRAVEL REQUESTED BY:</b>	

**Example provided below:**

REQUIRED INFORMATION	
<b>SPEND AUTHORIZATION NUMBER</b> <i>Required for travel over \$200. Must be itemized - food, hotel, airfare etc.</i>	AUTH-00001234
<b>TRAVELER'S FULL NAME</b> <i>As it appears in WorkDay</i>	John Doe
<b>TRAVELER'S EMAIL ADDRESS</b> <i>Must be an Algonquin College email address</i>	djoe123@algonquincollege.com
<b>TRAVEL DATE AND RETURN DATE</b>	September 3-9, 2024
<b>TYPE OF TRAVEL</b> <i>Airfare, hotel, train, or car rental</i>	Airfare and Hotel
<b>PROFESSIONAL DEVELOPMENT</b> <i>PD or Non-PD Travel</i>	PD
<b>COST CENTRE (CC)</b> <i>Must be the same CC on the spend authorization</i>	123Q
<b>TRAVEL REQUESTED BY</b> <i>Include full name and email address</i>	djoe123@algonquincollege.com