



Nunatsiavut Government – EDUCATION DIVISION

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Student Travel Request Form

Student Name: _____

Institution: _____

Program: _____

Mailing Address (while in training):

City/Town: _____

Province: _____

Postal Code: _____

Email Address: _____

Phone #: _____

Purpose of Travel:

- ☐ Graduation ☐ Graduation Guest ☐ Orientation Chaperone ☐ Extra Trip
☐ Licensing/Certification Exam ☐ Childcare Provider ☐ Alternate Method of Travel
☐ Alternate Travel Time (for Childcare Provider or Spouse)

☐ **Graduation Guest** ☐ **Orientation Chaperone** ☐ **Childcare Provider Information (if applicable):**

Name: _____

Address:

City/Town: _____

Province: _____

Postal Code: _____

Email Address: _____

Phone #: _____

Travelling from: _____

Travelling to: _____

Departure date: _____

Return date: _____

Method of Travel: _____

Student Signature: _____

Date: _____

For office use only:

Approved by: _____ Date: _____

Notes:

Travel Disclaimer

Student:

- ☐ I hereby certify that the amount indicated above are correct and that all expenditures claimed will be on Nunatsiavut business.
- ☐ I understand that if the advance will be for a guest/chaperone, their amount will be deposited into my (the funded student's) bank account and I will forward my guest's share to him/her/them.
- ☐ I have attached a copy of my itinerary to this form.
- ☐ I understand that if my travel itinerary changes and I/we return early or leave late, I/we will repay the Nunatsiavut Government any balance owing from the advance.

Guest:

As a guest, travelling with: _____

I understand that:

- ☐ The Nunatsiavut Government (Education Division) has transferred funds **to the Student** to cover the expenses related to my travel that include ground transportation (if driving *note: if flying, flights will be prepaid), accommodations (private &/or hotel), meals (according to NG rates), and taxi (only applicable for Orientation Chaperone & Bad Weather Allowance).
- ☐ I understand that it is the responsibility of the Student to transfer to me the funds given to the Student by the Nunatsiavut Government to cover the expenses related to my travel and that I will have no claim against the Nunatsiavut Government for any funds related to my travel with the Student.
- ☐ I HEREBY WAIVE, RELEASE, DISCHARGE AND AGREE NOT TO SUE the Nunatsiavut Government and its affiliates, successors, heirs, executors, and assigns from any and all claims including, but not limited to, claims for travel expenses, causes of action based on personal injury (including death) and damages to personal property, that I may have in the future against the Nunatsiavut Government and its affiliates, successors, heirs, executors, assigns, officers, employees, representatives and agents, which may result directly or indirectly from travelling with the Student as their guest.

Amount deposited into student account: \$ _____ Student Amount Advanced: \$ _____

Student Signature: _____ Date: _____

Guest Amount Advanced: \$ _____

Guest Signature (if applicable): _____ Date: _____

Verified by: _____ **Date:** _____

Notes:
