



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, will cover expenses related to my travel that include airfare (if flying), ground transportation (if driving), accommodations (private &/or hotel), meals (according to NG rates), and taxi (only applicable for Orientation Chaperone & Bad Weather Allowance)
- ☐ *WAIVER OF RESPONSIBILITY*

Amount deposited into student account: \$ _____

Student Amount Advanced: \$ _____

Student Signature: _____

Date: _____

Guest Amount Advanced: \$ _____

Guest Signature (if applicable): _____

Date: _____

Verified by: _____

Date: _____

Notes:
