

COVID-19: Travel approval form

This form must be completed in advance of overnight domestic business travel or domestic business air travel. The form is not needed for domestic business travel by car or train unless it involves an overnight stay.

Steps:

1. Complete the form and submit it to your GM (for overnight domestic travel) or VP (for domestic air travel), copying your team leader.
2. Follow the standard pre-approval process in SAP and use the online booking tool for all travel reservations. Travel providers who are not operating have been removed from the tool.
3. Before the travel takes place, email the approved form to Travel-voyages@canadapost.postescanada.ca.
4. When you return, submit this form to your team leader along with your expense claim and receipts. If you are unable to mail in your claim, statements and receipts at this time, please keep them so you can submit them later. You can submit your claim online and will still be reimbursed once your claim is approved.

PURPOSE OF TRIP

Provide details of why this trip is required, describe business need.

If this is a recurring trip, how often is travel required (weekly, monthly, or other)?

ALTERNATIVE MEANS CONSIDERED

Video conferencing. Provide rationale as to why this is not sufficient.

Tele-conferencing. Provide rationale as to why this is not sufficient.

Other. Provide rationale as to why this is not sufficient.

INTERPROVINCIAL TRAVEL

For trips across provincial borders, employees must review all restrictions or obligations for self-isolation prior to each trip. Does this trip cross provincial borders?

No. (go to next section "Travel itinerary")

Yes. Province of origin:

Province of destination:

Provide details of any self-isolation requirements for province of origin or destination. Include the source and date of this information.

Details of how self-isolation requirements will be met by traveller:

TRAVEL ITINERARY

Departure date: _____ from: _____

Return date: _____ from: _____

Additional notes:

Traveller: I understand the risks of travel at this time and take all reasonable precautions as recommended by Canada Post and the Public Health Agency of Canada.

Date

Signature

GM or VP approver: I have reviewed this request and

I approve it

I do not approve travel at this time for this purpose

Date

Signature

Notes for GM/VP approver:

- Review:** Other means of conducting business must be considered prior, and travel should only be approved if there is no alternative to meet the business objective. All travellers must have verified any provincial travel self-isolation requirements, providing you with the source and date of information. If there are requirements for self-isolation in either the province of destination or the province of origin, a plan of how these will be fulfilled must be included. Consider whether this plan is reasonable and whether the requirement for travel justifies the impact of travel at this time.
- Approve:** Your approval indicates you agree with the need for this travel at this time. Send a return email to the traveller (and their team leader) confirming your approval or requesting other arrangements be made if not approved.