

- All Travel Orders must be received by 4.15pm for the next day travel booking.
- All Travel Orders must be filled out and emailed to Monica Clayton before November 18, 2022

Please send completed form to Monica Clayton [mclayton@nafc.ca](mailto:mclayton@nafc.ca) for authorization

Personal Details			
Surname (gov't issued ID)		Given Names (gov't issued ID):	
Contact telephone	( )	D.O.B	
Cell #	( )		
Email address			
Friendship Centre affiliation			

Flight Information					
Departure date:	Depart from:	To: OTTAWA	Time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Return date:	Return from: OTTAWA	To:	Time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Will you be driving more than 30km to the airport?	YES <input type="checkbox"/> Number of kms	NO <input type="checkbox"/>			
Will you be driving to Ottawa?	YES <input type="checkbox"/> Number of kms	NO <input type="checkbox"/>			
ELECTRONIC TICKETS WILL BE ISSUED					

Hotel information			
Do you require a guestroom at the Delta Ottawa	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Check in date:		Check out date:	



# Travel Request/Order

Authorization – For NAFC use only		
Manager – Printed Name:		Signature:
Date:		