



Les Services Direct Travel:

Email: mcgill@dt.ca

Fax: (514) 748-7433

Tel: (514) 855-5636 1-866-827-7086

Date

This form authorizes Les Services Direct Travel to charge airline/rail tickets directly to a McGill FOAPAL. One form is required for each trip and each traveler. Please complete the form and email or fax it to Les Services Direct Travel. Once processed, Les Services Direct Travel will submit it to the Travel Desk. A travel advance will be set-up and must be cleared by submitting an expense report 30 days following the return date of the trip.

Please note, Les Services Direct Travel processes FOAPAL Authorization Forms only during regular business hours, Mon-Fri 08:30-17:30.

Traveler:

Print name of McGill Faculty/Staff/Student or Visitor

Position Title

Department/Unit

McGill ID (Faculty/Staff/Student)

Destination:

Travel Period: From

to

You must clearly specify the purpose of trip (i.e. conference name, purpose of research/meeting)

FOAPAL TO BE CHARGED

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	TOTAL AMOUNT (incl. taxes)
		700405				

**Requested by:
(Mandatory)**

Print Name

Telephone No.

Traveler's Signature:

**(Only for McGill Faculty/Staff/Student.
For Visitors, leave blank.)**

I acknowledge that I am responsible to account for this advance with the submission of an expense report

Approver's Signature:

The FFM/PI/Delegate* of Fund/Grant to be charged.

If Traveler is FFM/PI, FFM/PI must complete both Traveler and Approver sections.

NB: due to price fluctuations the total amount may be + \$150

Print Name:

Signature/Approval

Date (YYYY-MM-DD)

Signature(s)/Approval(s)

Date (YYYY-MM-DD)

Airfare greater than the highest economy is only permitted outside of North America and requires the approval of the Dean, Vice-Principal or Provost.

Reason to travel on an airfare greater than economy:

Dean/Vice-Principal/Provost Signature/Approval:

Print Name:

Date (YYYY-MM-DD)

*To assign a Delegate, use the Minerva Delegate Temporary Signing Authority Menu (Finance Fund Administration Menu)

Need Help? Contact FIS Help: (514) 398-3463

For Les Services Direct Travel Purposes Only:

Travel Desk Fax: (514) 398-6771

Email: traveldeskhel.acct@mcgill.ca