NUNATSIAVUT
kavamanga Government

EDUCATION AND ECONOMIC DEVELOPMENT

PROTECTED HIGH
CONTAINS PERSONAL OR SENSITIVE INFORMATION

EDUCATION DIVISION

STUDENT TRAVEL REQUEST FORM

Incomplete forms will not be accepted.
Email completed form and supporting documents to: education@nunatsiavut.com

Submit Form

Section 1: Student Information

Student Name:	**Student Number:**
Institution Name:	**Institution Location:**
Primary Email:	**Primary Phone:**

Section 2: Travel Information

Purpose of Travel *(select all that apply)*:

- ☐ Regular Beginning or End of Semester Travel
- ☐ Orientation Chaperone
- ☐ Early Departure
- ☐ Extra Trip
- ☐ Alternate Mode of Transportation
- ☐ Childcare Provider
- ☐ Work term
- ☐ Short Course
- ☐ Required travel for Online studies
- ☐ Graduation
- ☐ Graduation Guest
- ☐ Alternate Travel Time *(student, spouse, dependent, childcare provider)*
- ☐ Licensing/Certification Exam

Mode of Transportation *(select all that apply to this trip)*:

☐ Air travel ☐ Ferry ☐ Driving/ride ☐ Bus ☐ Train ☐ Other: _____

**REQUIRED FOR ALL TRAVEL*

Travelling From:	**Travelling To:**
Departure Date:	**Return Date:**
Number of People Travelling: _____ *(see Guest Information section on page 2).*	**Accommodations** *(if applicable)*: ☐ Private ☐ Hotel

All flights and hotels must be booked through Mokami Travel. Reimbursements for flights will be based on their rates. Travel Request forms are not required for regular beginning and end of semester air travel for students only. If a request form is received fewer than 14 days before the requested travel date, the student must cover all costs up front and submit receipts for reimbursement. Request forms must be submitted prior to travel in order to be eligible for reimbursement.

Section 3: Student travel disclaimer and signature

Student:

- I hereby certify that all expenditures claimed will be on Nunatsiavut business.
- I have attached a copy of my/our itinerary to this form (reimbursements only).
- I understand that when requesting an alternate mode of travel (non-airfare), I will receive an advance for the lesser amount of a one-way airline ticket from the location of my vehicle, current place of residence, or nearest airport to my school location (based on advanced booking of two weeks) OR the mileage amount based on the NG rate of $0.40/km. I understand that I am responsible for any expenses exceeding my advanced amount. This also applies to all guest, dependent, and spouse alternate mode of travel (receipts not required).
- I understand that if my/our travel itinerary changes and I/we return early or leave late or do not go at all, I/we will repay the Nunatsiavut Government any balance owing from the advance.
- **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 as the student.

Student Signature:	**Date:**

Section 4: Guest information

Type: ☐ Graduation Guest ☐ Orientation Chaperone ☐ Childcare Provider ☐ Spouse ☐ Dependent(s)

Guest Name:	**Date of Birth:**
Email:	**Phone:**
Guest Name:	**Date of Birth:**
Email:	**Phone:**
Guest Name:	**Date of Birth:**
Email:	**Phone:**
Guest Name:	**Date of Birth:**
Email:	**Phone:**

Section 5: Guest travel information

All Travelling From:	**Travelling To:**
Departure Date:	**Return Date:**

Mode of Transportation *(select all that apply to this trip)*:

☐ Air travel ☐ Ferry ☐ Driving/ride ☐ Bus ☐ Train ☐ Other: _____

Section 6: Guest travel disclaimer and signature

***Guest:**

As a guest travelling with (student name): _____ I understand that:

- The Nunatsiavut Government Education Division will cover expenses related to my travel including ground transportation (alternate mode), accommodations (private or hotel), meals (according to NG meal rates), and taxi (only applicable for Orientation Chaperone & Bad Weather allowance). All flights and hotels must be booked through Mokami Travel. Advances for travel are issued to students only to be dispersed to their guest(s).
- **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.

***Guest Signature:**	**Date:**

For office use only:

Approved: ☐ Yes ☐ No	**Approved By:**	**Date:**
Amount advanced to student account:	**Copy of Advance form attached?** ☐ Yes ☐ No	
Notes:		

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