

PUBLISHING SERVICES SUB-DIVISION

**QUALITY ASSURANCE INSTRUCTIONS
PSS-09 Travel Request**

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APPROVED: **March 10, 2004**

1.0 PURPOSE

- 1.1 The purpose of this document is to describe information about travel requests.

2.0 SCOPE

- 2.1 The scope of this document is to provide the employee approved travel expenses as it relates to business and learning.

3.0 RESPONSIBILITIES

- 3.1 All Publishing Services Subdivision employees are responsible for having a working knowledge of this QAI.
- 3.2 The Administrative Assistant is responsible for assuring follow-up on processes related to travel requests.
- 3.3 The designated manager of this QAI is responsible for considering all DCRs and NCRs issued against this QAI, writing new instructions when necessary and informing end-users of the changes made.
- 3.4 The Webmaster is responsible for updating the controlled version of this QAI on the Internet in a timely manner.
- 3.5 ESSInfo Publishing Services employees and other users of this QAI are encouraged to provide feedback to the Quality Management Representative, Production Coordinator, and Head Publishing Services on its accuracy, completeness, simplicity, and usefulness by issuing a Document Change Request or Quality System Improvement Request.

4.0 INSTRUCTIONS

- The traveler completes the Travel Authority and Advance Form available on Form Flow and forwards it to the Administrative Assistant.
- The Administrative Assistant, when necessary, obtains a Travel Authority Number from the Financial/Administration section.
- The Administrative Assistant reviews the form for completeness and forwards it to the Head of the Publishing Services Sub-division.
- The Head of the Publishing Services Sub-division signs the form for approval.
- The Administrative Assistant forwards the form for processing to:

Financial Administrative Clerk, ESS/MASD
Natural Resources Canada
615 Booth Street, 1st Floor, Rm. 147
Ottawa, ON
Canada K1A 0E9

- Upon completion of voyage, the traveler completes and submits, with receipts, a Travel Expense Claim Form to the Administrative Assistant for review and submission to the Head of the Publishing Services Sub-division for approval.
- The Administrative Assistant forwards the approved Travel Expense Claim Form to the Financial / Administration section for processing.

5.0 REFERENCES

- Travel Authority and Advance Form
- Travel Expense Claim Form
- Document Change Request (DCR)
- Quality System Improvement Request (NCR)