



**Department of National  
Defence Schools Overseas**

**Purchase  
Order**

**TRAVEL REQUEST/AUTHORIZATION**  
(To be completed when Duty Travel is requested)

The following number must appear on all related correspondence:

**P.O. Number:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(ie School/day/month/year/time) (SHAPE/13/01/2002/1200)

TO BE COMPLETED WHEN REQUESTING DUTY TRAVEL  
→TO DCBA 5/DEM FOR APPROVAL (ONE REQUEST PER TRIP)

<b>Name :</b>						
<b>Justification For Travel:</b>						
<b>ESTIMATED EXPENSES:</b>						
<b>Date</b>					<b>Total Cost €</b>	<b>Total Cost \$ CDN</b>
Meals						
Incidentals						
Lodging						
Transportation	1. Actual Airline tickets cost <input type="checkbox"/> OSAP 300.04.12 ANNEX A COMPLETED FOR AIR TRAVEL					
	2. Car rental (including Insurances)					
	3. PMV – the kilometric rate applicable to the country of registration of the vehicle.					
	4. Other transportation (Specify):					
Other Expenses: (specify)	1.					
	2.					
	3.					
	4.					
TOTAL ESTIMATED EXPENSES IN CANADIAN FUNDS <a href="http://www.bankofcanada.ca/en/exchform.htm">http://www.bankofcanada.ca/en/exchform.htm</a> :						\$
Name of Occasional Teacher <small>(if required)</small>					Date:	
Teacher's report complete: (Signature)					Date:	

**OSAP 600.03.1 ANNEX A TRAVEL AND CLAIMS**

---

<b>FINANCIAL CODES -</b>	<b>Cost centre 2286AF Fund C134</b>
<input type="checkbox"/> AFNORTH - Principal TD	GL 2149 Internal Order GRC0000B3277
<input type="checkbox"/> AFNORTH - Guidance Counsellor TD	GL 2149 Internal Order GRC0000B3243
<input type="checkbox"/> AFNORTH - Field Trip (OSAP 2300.00)	GL 2149 Internal Order GRC0000B3275
<input type="checkbox"/> SHAPE – Principal TD	GL2149 Internal Order GRC0000B3266
<input type="checkbox"/> SHAPE – Field Trip (OSAP 2300.00)	GL 2149 Internal Order GRC0000B3264
<input type="checkbox"/> Dep Ed Sp C - Staff TD	GL2149 Internal .Order GRC0000B3242
<input type="checkbox"/> Moving to/from Europe	GL2109 Internal .Order GRC0000B3235
<input type="checkbox"/> House Hunting Trip	GL2109 Internal .Order GRC0000B3235
<input type="checkbox"/> House Inspection Trip	GL2109 Internal .Order GRC0000B3235
<input type="checkbox"/>	GL Internal .Order GRC0000B
<input type="checkbox"/>	GL Internal .Order GRC0000B

**Recommended**  
**by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**APPROVAL DCBA 5/DEM**

**Approved**

**Not approved**

\_\_\_\_\_

**DCBA 5/DEM**

\_\_\_\_\_

**Date**

**Recorded by DCBA 5-2**      **Initials** \_\_\_\_\_ **Date:** \_\_\_\_\_