

**Resource 18: Travel Information Form**

To be completed by staff prior to travelling outside regular working hours or by unusual mode of transportation (such as by plane). **This form is confidential when filled out.**

Staff Name	
Staff Cell/Blackberry Number	
Work Unit	
Supervisors Name & Phone Numbers (Office & Cell/Blackberry)	
Vehicle: make/model/color/license # Or Flight #	
Emergency Contact Phone Number	
<b>Travel Date(s) &amp; Destination</b>	
<b><u>Start Date</u></b>	
Destination Include Route (Highway #)	
Estimated Time of Arrival	
Destination & Contact Name and/or Phone Number (including hotel name and number)	
<b><u>Return Date</u></b>	
Destination Include Route (Highway #)	
Estimated Time of Arrival	
Destination Contact Name and/or Phone Number	

**In order to ensure a safe trip when travelling by vehicle, employees should have the following:**

- A road-worthy vehicle
- A full tank of gas
- A survival and/or first aid kit
- A charged cell/satellite phone

**Upon arrival at destination, call contact person to let them know that you have arrived safely. Should traveling staff not call in at time of arrival, contact will:**

1. Contact you on the numbers you provided
2. Contact your destination
3. Contact your supervisor
4. Supervisor will contact your emergency contact
5. RCMP or Winnipeg Police Service will be contacted by your supervisor if required