



Institutional Compliance  
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Fax 1.888.546.4509  
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## GROUP INTERNATIONAL TRAVEL DECLARATION FORM

### INSTRUCTIONS:

The group leader must submit this completed form to institutional compliance with all necessary approvals<sup>1</sup> and supporting documentation<sup>2</sup> one (1) week prior to for travel to the US and two (2) weeks prior to departure for all other destinations. Individual Travel Declarations are also required for those submitting expenses. Upon completion please submit to [lctravel@lethbridgecollege.ca](mailto:lctravel@lethbridgecollege.ca).

### TRAVEL DETAILS

COURSE / GROUP NAME:	PROGRAM	CENTRE
GROUP TRAVEL SUPERVISOR NAME:	EMAIL ADDRESS:	
CAMPUS PHONE:	EXT.	PHONE WHILE TRAVELLING:
TRAVEL PURPOSE:	BUSINESS PD FIELD TRIP STUDY TOUR	ATHLETICS OTHER
DESTINATION(S):	1. 2.	3. 4.
TRAVEL DATES:	FROM:	TO:

### FLIGHT & HOTEL INFORMATION (attach additional sheet if necessary)

DEPARTURE AIRLINE & FLIGHT #:	1 2	3 4
RETURN AIRLINE & FLIGHT #:	1 2	3 4
HOTEL NAME & PHONE	1 2	3 4

### LIST OF TRAVELERS

NAME	S NUMBER	EMAIL	TRAVELLER TYPE
1.	S		
2.	S		
3.	S		
4.	S		
5.	S		
6.	S		
7.	S		
8.	S		
9.	S		
10.	S		
11.	S		
12.	S		
13.	S		
14.	S		
15.	S		
16.	S		
17.	S		
18.	S		
19.	S		

### APPROVALS

☐ EMAIL APPROVAL ATTACHED ☐ TRAVEL APPROVAL PREVIOUSLY FORWARDED

Vice President / President Approval

Date

<sup>1</sup> AS OUTLINED IN THE [Travel, Meal and Hospitality Expenses and Public Disclosure Procedures - Appendix A](#). Acceptable forms of approval include: this signed form, signed faculty PD forms or email approval.  
<sup>2</sup> EACH TRAVELLER MUST PROVIDE A COPY OF THE SIGNATURE PAGE OF THEIR PASSPORT

#### FOIP NOTIFICATION

The personal information collected on this form is collected under the authority of subsection 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act* for the purpose of managing health and safety emergencies and concerns. It may be used and disclosed to government officials, insurers, emergency response providers, and others for this purpose, or for a use consistent with this purpose. *If you have a question about the collection, use, disclosure or protection of your personal information, please contact Lethbridge College's Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703, emailing [privacy@lethbridgecollege.ca](mailto:privacy@lethbridgecollege.ca), or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.*