

**Manual of Administration**

<b>TOPIC:</b> <b>Support Services</b>	<b>SUBJECT:</b> <b>Out of Town Travel Requirements</b>	<b>Code: SS155</b>
		<b>Date of Issue: 09/98</b>
		<b>Revised: August, 2006</b>
		<b>Page 1 of 1</b>

**PURPOSE:** To ensure that the agency has all required information for individuals and staff traveling out of town in case of emergency.

**Information requirements are as follows:**

- 1     Where are they going?
  - A)     Address
  - B)     Phone number
- 2     The route they are taking in general terms. If it is a lake and you don=t know where it is, ask for a map on how to get there.
- 3     Departure date and time.
- 4     Arrival date and time.
- 5     The make, model and licence plate number of the vehicle they are taking or method of transportation.

Staff and individuals need to know that if they are going to be late to call the office or On-Call (a collect call is appropriate if required).

Managers are to remind staff of the Transportation Policy SS210, in addition to the recreational safety requirements if applicable.