

	REQUIRED INFORMATION	EXAMPLE ONLY
1.	Spend Authorization No. <i>Is required for travel over \$200. It must be itemized - food, hotel, airfare etc.</i>	AUTH-00001234
2.	Traveler's Name <i>As it appears in WorkDay</i>	Gordon Warner
3.	Traveler's Email Address <i>Must be an AC email address</i>	warnerg@algonquincollege.com
4.	Travel Date and Return Date	September 3-9, 2024
5.	Type of Travel <i>Airfare, hotel, Via Rail or car rental</i>	Airfare and Hotel
6.	Professional Development <i>PD or non-PD travel</i>	PD
7.	Cost Centre (CC) <i>Must be the same CC on the spend authorization</i>	123Q
8.	Travel Requested by <i>Name and email address</i>	Amanda Racine racinea@algonquincollege.com