



UPDATED: March 30, 2020

SAMPLE TRAVEL AUTHORIZATION LETTER

Since March 28, 2020, movements from one region to another in Quebec have been tightly controlled for the entire population, including the staff of members of the Organisation de la sécurité civile du Québec (OSCQ).

It is proposed that a letter be provided to your staff when they need to travel in the controlled regions within a province or between provinces.

This could be required in other provinces as well.

Based on the OSCQ Secretariat proposed content, the CPA is proposing a model document attesting to the authorization to travel on a professional basis from one region to another of Quebec.

The CPA has reached to all regional directors to ensure the same model can be used, should it be required, within provinces and between provinces.

The below content is an example of a document attesting to the authorization to travel on an essential service within your province, or across provincial boundaries should the need arise.

Any questions on this document, please contact Robert Loenhardt at robertloenhardt@propane.ca.

[For Québec, we recommend you prepare the letter in French – click [here](#)]

COMPANY LOGO

DATE

Authorized Essential Service Travel

To the Authority Having Jurisdiction,

Employee Name, employed by **Company Name**, which holds this letter, has been deemed an essential service as defined by the **Province of NAME**. According to provincial measures in response to COVID 19, [Select web link – see next page](#), propane services are indicated to be essential to the population.

This document therefore provides the above indicated employee the authorization to conduct the travel necessary to carry out company functions in order to provide customers with the services that are essential to the operation of their propane needs.

For any question relating to this professional travel authorization, do not hesitate to contact **NAME** at **CONTACT INFO**.

Sincerely,

Signature of member signing authority

Select the appropriate province:

[British Columbia](#)

[Alberta](#)

[Saskatchewan](#)

MB

[Ontario](#)

[Québec](#)

[New Brunswick](#)

[Prince Edward Island](#)

NS

[Newfoundland and Labrador](#)

For the updated and complete list of essential services please consult the section called [PROVINCIAL ESSENTIAL SERVICES](#) on our website.

Missing provincial links mean there has yet to be identified provincial essential service provisions. It will be updated as they become available.