

TRAVEL AUTHORIZATION FORM

NO REGISTRATIONS OR RESERVATIONS SHOULD BE MADE UNTIL ALL APPROVALS ARE OBTAINED

<u>Instructions:</u> Complete all sections pertaining to your request. **Print or Type** all entries. Submit completed form with all necessary approvals to your **Agency's Travel Administrator**. Retain a copy for your records.

SECTION A: General Information- Complete all info Name (Add additional travelers in Section D if applicable)			Travel Destination			
Title			Beg	gin Date	Enc	d Date
Agency Name Division/Section			Mode of Transportation			
Purpose/Justification for Travel (Bene	fits to your agency)					
SECTION B: Type of Travel (Select all that apply)			SECTION C: Estimated Expenses Per Traveler (Attach breakdown if needed			
Conference/Seminar * Annual Auth. For Routine Travel In-State Travel Out-of-State Travel Weekend Travel Vehicle Rental Use of Personal Vehicle 50% Allowance above Tier Lodging Rate Other (Please attach explanation) * REQUIRED DOCUMENTATION: If reason for trip is a Conference or Seminar, a brochure or agenda is required to be attached to this form.			Registration Fees: Airfare Costs: Personal Car Mileage Costs (\$0.70/mile):			
			Lodging \$ x Nights = Meals \$ x Nights = Other - (Taxi/Shuttle/Incidental Tips): Cost Per Traveler (excluding rental car): Car Rental Yes No Number of Travelers: TOTAL:			
SECTION D: Additional Travelers Traveler Name			Traveler Job Title			
SECTION E: Agency Accounting			ı			
Cost Center General Ledger	Fund #	C	rder #	Grant #	WBS Eleme	ent Functional Area
SECTION F: Approval Signatures						
Section Head Signature Date			Department Head Signature			Date