



TRAVEL AUTHORIZATION FORM

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

Instructions: 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 Begin Date End Date

Agency Name Division/Section Mode of Transportation

Purpose/Justification for Travel (Benefits to your agency)

SECTION B: Type of Travel (Select all that apply)

- ☐ 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.

SECTION C: Estimated Expenses Per Traveler (Attach breakdown if needed)

Registration Fees:

Airfare Costs:

Personal Car Mileage Costs (GSA Rate /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

Cost Center	General Ledger	Fund #	Order #	Grant #	WBS Element	Functional Area

SECTION F: Approval Signatures

Section Head Signature	Date	Department Head Signature	Date