

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				Beş	gin Date	Enc	d Date
Agency Name Division/Section				Mode of Transportation			
Purpose/Justification	on for Travel (Bene	efits to your agency)					
CECTION P. T.	6T 1/6 1 /		- C	ECTION			
SECTION B: Type of Travel (Select all that apply)				SECTION C: Estimated Expenses Per Traveler (Attach breakdown if needed			
Conference/Seminar *				Registration Fees:			
 ☐ Annual Auth. For Routine Travel ☐ In-State Travel ☐ Out-of-State Travel ☐ Weekend Travel ☐ Vehicle Rental ☐ Use of Personal Vehicle 			A	Airfare Costs:			
			P	Personal Car Mileage Costs (\$0.67/mile):			
			L	odging S	S	x Nis	ghts =
				leals \$		·	ghts =
☐ 50% Allowance above Tier Lodging Rate ☐ Other (Please attach explanation) * REQUIRED DOCUMENTATION: If reason for trip is a				Other - (Taxi/Shuttle/Incidental Tips):			
				Cost Per Traveler (excluding rental car):			
				Car Rental Yes No			
Conference or Seminar, a brochure or agenda is required to be				Number of Travelers: TOTAL:			
attached to this form.						1011121	
SECTION D: Additional Travelers							
Traveler Name				Traveler Job Title			
				l			<u>l</u>
SECTION E: Agency Accounting Cost Center General Ledger Fund # Order # Grant # WBS Element Functional Ar							
Cost Center	General Ledger	Fund #		ruer #	Grant #	W DS Eleme	nt Functional Area
SECTION F: Approval Signatures							
Section Head				Department Head			
Signature		Date		Signature		Date	