



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 (\$0.725/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 |
|---------------|--------------------|
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SECTION E: Agency Accounting

| Cost Center | General Ledger | Fund # | Order # | Grant # | WBS Element | Functional Area |
|-------------|----------------|--------|---------|---------|-------------|-----------------|
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SECTION F: Approval Signatures

| Section Head Signature | Date | Department Head Signature | Date |
|------------------------|------|---------------------------|------|
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