

## Travel Authorization Request

Requestor Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Position Title: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Traveling from: \_\_\_\_\_

Traveling to: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Associated Task, Subtask and/or Deliverable: \_\_\_\_\_

Duration of Trip (excluding travel days): \_\_\_\_\_

Approximate Costs:

- Transportation: \$ \_\_\_\_\_

- Lodging: \$ \_\_\_\_\_

- Per Diem: \$ \_\_\_\_\_

- Other: \$ \_\_\_\_\_

- TOTAL: \$ \_\_\_\_\_

Approving Official Name: \_\_\_\_\_

**Approved:** ☐ Yes ☐ No

Approving Official Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_