



OUT OF STATE TRAVEL REQUEST AND AUTHORIZATION

All Out of State and Out of Country travel authorization forms must be submitted to the Governor's Office for review.					Out of State	Out of Country			
TRAVELER INFORMATION: NAME:					TITLE:				
PHONE:		EMAIL ADDRESS:		FUNDING SOURCE: General ____% Cash Fund ____% Cash Funds Exempt ____% Federal ____% Personal/Employee ____%					
FUND:	AGENCY:	ORG:	APPR:	PROGRAM:	FUNCTION:	OBJ:	SUB-OBJ:	GBL:	RPTG:
ORIGINATION		DESTINATION		DEPARTURE DATE / / TIME			RETURN DATE / / TIME		
ESTIMATED EXPENDITURES					MAXIMUM AUTHORIZED EXPENDITURE				
TRANSPORTATION – AIR		\$		TRANSPORTATION – AIR		\$			
TRANSPORTATION – OTHER		\$		TRANSPORTATION – OTHER		\$			
LODGING		\$		LODGING		\$			
MEALS		\$		MEALS		\$			
REGISTRATION FEE IF ANY		\$		REGISTRATION FEE IF ANY		\$			
INCIDENTAL EXPENSES		\$		INCIDENTAL EXPENSES		\$			
TOTAL		\$		TOTAL MAXIMUM AUTHORIZATION		\$			
				For Which Reimbursement Can Be Obtained		\$			
METHODS OF PAYMENT:									
State ONE Card		State Central Travel Card		State IB Travel Card		Central Travel Account for Airfare			
AIRLINE (VENDOR NAME)			RENTAL CAR AGENCY (VENDOR NAME)						
			AVIS BUDGET ENTERPRISE NATIONAL HERTZ N/A OTHER _____						
PURPOSE AND JUSTIFICATION OF TRAVEL									
NON-CONFERENCE RELATED CONFERENCE RELATED – NAME OF CONFERENCE _____									
IDENTIFY PERSONS AND/OR ORGANIZATIONS TO BE CONTACTED: If travel is for Washington D.C., the form must specify contacts with any member of Congress, his or her Staff, or Federal Government Department or Agency Personnel.									
NAMES	TITLE	ORGANIZATION			TOPIC				
_____	_____	_____			_____				
_____	_____	_____			_____				
_____	_____	_____			_____				
_____	_____	_____			_____				
SIGNATURE OF TRAVELER _____ DATE / /									
APPROVED		SIGNATURE OF APPOINTING AUTHORITY			DATE				
DISAPPROVED		_____			<input type="text"/> / <input type="text"/> / <input type="text"/>				
APPROVED		SIGNATURE OF EXECUTIVE DIRECTOR (OR DELEGATE)			DATE				
DISAPPROVED		_____			<input type="text"/> / <input type="text"/> / <input type="text"/>				