



DEPARTMENT OF FINANCE AND ADMINISTRATION
Office of Administrative Services

Out-of-State Travel Authorization

INSTRUCTIONS	Submit original to Traveler's Office Administrator for approval. Upon Administrator's/Revenue Assistant Commissioner's approval, forward original to Director/Deputy Director for approval. Upon Director/Deputy Director's approval, requesting office will forward original to the Office of Administrative Services.		
EMPLOYEE INFORMATION	Employee Name		
	Employee Title		
	Employee Personnel Number	Office / Section	
	Purpose of trip		
	Destination	Mode of Travel	
	Departure Date	Return to Work Date	
	BA #	Cost Center	Internal Order #
ESTIMATED TRAVEL COSTS	<i>Item</i>		<i>Confirmed at Current Rate</i>
	Meals		
	Lodging		
	Registration		
	Transportation		
	Private Car Mileage		
	Other: (specify and attach Approval)		
Total			
APPROVAL SIGNATURE	Employee's Signature		Date
	Administrator's Signature		Date
	Revenue Assistant Commissioner's Signature		Date
	Director/Deputy Director's Signature		Date