


Employee Travel Authorization Form

An Employee Travel Authorization Form is a document used by an employee when requesting an authorization to travel which should company-related activities. You can use this authorization form to request an appropriate allowance or fund for your travel. It is important that you plan your travel well to prevent delays or other problems during your trip.

This Employee Travel Authorization Form contains form fields that ask for the employee details, trip destination, departure date, return date, the purpose of travel, finance details, and approval section. This form template is using the Input Table to display the expenses in a table format which shows the description, type of expense, and the cost. This template is using the Form Calculation widget to capture the value of each cost in the table and add them to get the Total Cost. Using the Signature tool, you'll be able to capture the digital signature of the employee indicating that he/she agrees to the term. You can further customize this form template in the Form Builder by adding more fields, images, and content.





Travel Agency Booking Form

Traveler Information



Traveler #1

First Name

Last Name

Date of Birth

Date

E-mail

example@example.com

Phone Number

Please enter a valid phone number.

Address

What details appear on a travel request form?

- 1. Employee name and contact information.**
- 2. The business purpose of the trip.**
- 3. Destination details.**
- 4. Departure and return dates.**
- 5. Predicted travel costs which are broken down by category. ...**
- 6. Notes of any visa requirements for international travel.**

What is travel application?

A travel planning app is an application for booking travel reservations, tracking loyalty points, and browsing travel packages. A travel planning software package can be used by travel agencies, travel suppliers, and consumers.

How do you write an email for travel approval? ^

Hello, I request approval to travel from [home_location] to [work_location]. I will depart the [departure_date], to arrive in time for [work_to_be_done] in service of [TTS budget name] (options available here) or [Tock project + ID number] scheduled for [first_day_of_travel_work_date].

What is
Business
Travel
Document?

What is travel
Applications?

What is
meant by
cost
Saving?

Say

OR code that
proves the
worker has the
appropriate

An
Applications
for Booking
Travel
Reservations

reduce on
organizations
overall
spending on
assets

Think

Does

a travel planning
software
package can be
used travel
agency

Actions that
can result in
costing
saving range

a letter from
the business
explaining the
nature of
busnless

Feel

Travel
suppliers
and
customers

nature of
the
business

The benefit
realized
from
actions

How do I write an application for travel?

Required Details For Business Purposes

- 1. Letterhead of company.**
- 2. Travel dates.**
- 3. The purpose of the business trip.**
- 4. The duration of the trip.**
- 5. The company name, as well as your position in the company.**
- 6. The visa type you are applying for (Business Visa)**
- 7. Contact information of the employer.**
- 8. Any other relevant information.**

How do I create a travel policy for my employees?

How to write a travel policy step by step

- 1. Review your current policy or practices. ...**
- 2. Set goals and priorities. ...**
- 3. Involve stakeholders. ...**
- 4. Choose a travel management style and level of strictness. ...**
- 5. Decide what to include in your policy. ...**
- 6. Draft your policy and get approval from stakeholders.**

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How do I write a letter of permission to travel from work?



Sample letter for permission to travel

Here is a sample of a letter requesting permission to travel. Dear Sir/Madam, I am writing to request permission to be absent from work for two weeks from (date to date) to attend an event. I will be away for 14 days and promise to return to work on (specify the date).

Passport, Travel Visa and National ID Card

Proper identification is the foundation of international travel. As a result, you should ensure to always have an official identification document with you. You can even consider having multiple documents such as your passport, national ID card or driver's licence.

What is travel formalities?

Unit – I TRAVEL FORMALITIES: Travel Formalities: Passport, Visa, Health requirements, taxes, customs, currency, travel insurance, baggage and airport information. Travel Agency and Tour Operation Business: History, Growth, and present status of Travel Agency.

What are the types of travel documents?



We have listed below a few travel documents you would require during your international trip, irrespective of your destination country.

- **Passport and Travel Visa ...**
- **Copies of All Identification Documents. ...**
- **Air Tickets and Proof of Accommodation Bookings. ...**
- **Travel Itinerary Details. ...**
- **Tickets for Events While Travelling.**

What is a business travel document?



The document includes a QR code that proves the worker has the appropriate status to travel. – A letter from the business explaining the nature of the business (i.e., that it is essential and why the person named on the business travel document must travel).

EMPLOYEE TRAVEL AUTHORIZATION FORM

Purpose & Use: All out-of-state/country travel with an overnight stay requires prior authorization. This form is provided in accordance with the Agency of Administration's [Bulletin 3.4, Employee Travel & Expense Policy](#) (refer to *Travel Authorization* section). Its use is intended for employee travel requiring prior authorization but for which an on-line Travel Authorization (VISION Expenses module) is not required, nor used; most generally this form will be required for prior authorization of out-of-state/country travel without a cash advance. This form may be used in lieu of the on-line Travel Authorization (TA) under the following conditions:

- i. Cash Advance is not requested - all requests for a cash advance require an on-line Travel Authorization in the VISION Expenses module;
- ii. Employee's department has authorized use of the form; the department head may require employees to use the on-line Travel Authorization for all travel requiring prior authorization;
- iii. Departments may develop and require use of a substitute form provided it captures, at a minimum, the data elements of this form.

Note: All out-of-country travel requires prior authorization from the employee's department and the Secretary of Administration. For purposes of this form, out-of-country is defined as overnight travel to any destination other than the 48 contiguous states or Washington, DC.

Instructions:

- ❖ Form is intended to be completed and submitted for approval by the employee who will be traveling.
- ❖ Form must be approved by the authorized individual(s) prior to any travel and/or commitment of funds; prior authorization is required even when there is expected to be no direct cost to the State (e.g., third-party payment).
- ❖ Whether approved or disapproved, the completed form should be returned (or notification provided) to the requesting employee.
- ❖ If approved, copies of the completed form and all required receipts must be retained as supporting documentation for any associated payments and/or employee expense reimbursements.
- ❖ **Business Purpose** (form field): Use these definitions to select the 1 category that best describes the reason for travel:
 - **Audit-Inspection-Licensing:** Travel & expenses related to auditing, inspecting, licensing, etc. of State regulated entities or industries;
 - **Client Support:** Travel & expenses related to the care and support of individuals under State care or protection;
 - **Conference:** Travel & expenses to attend a conference, seminar, convention, trade show, etc.;
 - **Construction-Repair-Maintenance:** Travel & expenses related to the construction, repair, maintenance, etc. of State owned, occupied or maintained assets;
 - **Economic Development:** Travel & expenses related to the securing of revenue, issues directly impacting revenue, promoting economic vitality & growth, etc.;
 - **General Expense (Other):** Travel & expenses that do not fit any of the other definitions, including Moving expenses, Interview expenses and Administrative Claims (re: Title 32 VSA §932a).
 - **Legal-Law Enforcement:** Travel & expenses related to legal proceedings, law enforcement investigations, transporting of individuals in State custody, etc.;
 - **Legislator:** Restricted for Legislator use only;
 - **Meeting:** Travel & expenses to participate in a meeting (note: Meetings are generally less formal and smaller scale in terms of agenda, participants and duration than Conferences);
 - **Training:** Travel & expenses related to receiving or delivering formal training, education or instruction;
- ❖ **Explanation of Travel** (form field): Provide additional information (e.g., name of convention, type of training, etc.) to enhance the approver's evaluation of the request.
- ❖ **Expenses** (form field): Provide an estimate of all expected allowable travel expenses and indicate whether the expense will be (1) *Reimbursed to the Employee*, (2) *Prepaid by the Department* (direct vendor payment, charged to P-Card, etc.) or (3) *Paid by a Third-Party** (direct vendor payment, reimbursement to department, provided at no cost/fee waived, etc.).

* Supplemental form "Authorization of Employee Expenses to be Paid by a Third-Party Organization" must be completed and attached to the travel authorization. [Note: Supplemental form is not required when the third-party organization is a State or Federal government entity.]

EMPLOYEE TRAVEL AUTHORIZATION FORM

EMPLOYEE NAME		EMPLOYEE ID	
DEPARTMENT		DEPARTURE DATE	
POSITION TITLE		RETURN DATE	
DESTINATION (City, State/Country)			

BUSINESS PURPOSE (check one): ☐ Audit-Inspection-Licensing; ☐ Client Support; ☐ Conference; ☐ Construction-Repair-Maintenance; ☐ Economic Development; ☐ General Expense/Other; ☐ Legal-Law Enforcement; ☐ Legislator; ☐ Meeting; ☐ Training;

EXPLANATION of TRAVEL (attach additional information as necessary):

EXPENSES	✓ Payment Method	Est. Cost
Airfare	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-Party	
Mileage (personal vehicle)	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-Party	
Rental Vehicle	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-Party	
Other Transportation	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-Party	

EXPENSES	✓ Payment Method	Est. Cost
Lodging	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-Party	
Meals	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-Party	
Registration Fee	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-Party	
Other Expenses	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-Party	
TOTAL ESTIMATED COSTS		0.00

➤ **Important:** When applicable, complete "Authorization of Employee Expenses to be Paid by a Third-Party Organization" form.

EMPLOYEE CERTIFICATION	
By signing below, I certify the requested travel is appropriate and necessary for conducting official State business, and agree to comply with the Agency of Administration's Bulletin 3.4: Employee Travel & Expense Policy .	
SIGNATURE _____	DATE _____

DEPARTMENT HEAD (or Designee) AUTHORIZATION			
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED	
PRINTED NAME & TITLE _____			
SIGNATURE _____	DATE _____		

SECRETARY OF ADMINISTRATION AUTHORIZATION for OUT-OF-COUNTRY TRAVEL			
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED	
SIGNATURE _____	DATE _____		

Benefits of travel request approval workflow

- Approvals on time. The entire process of planning and managing a trip is a long and stressful process. ...
- Customize approval workflows. The approval process can differ from company to company. ...
- Increase compliance and reduce costs. ...
- Faster process.

- save money on the cost of providing and maintaining parking spaces
- solve problems caused by demand for parking
- cut mileage claims and other business travel costs
- reduce staff downtime spent travelling on business
- reduce the costs of running a fleet
- solve delivery and customer access problems caused by traffic congestion on and around your site

- reduce the cost of travel to work, or even remove the need to own a car
- reduce journey times to work
- provide a better work-life balance through flexible working and less need to travel on business
- provide benefits to a wider range of people by shifting from travel perks based on seniority to incentives for sustainable travel available to all staff, including those without a car

The Disadvantages of Travelling Alone

- Solo travel is more expensive. ...
- You have to consider personal safety more carefully. ...
- You will become lonely travelling alone. ...
- You won't be able to share the moment. ...
- Travelling alone means eating alone. ...
- It is difficult to take photos of yourself when travelling alone.

1. Traveling for a long time can be exhausting
2. Traveling long term doesn't allow you to have any type of routine
3. It's hard to eat well (and healthily) on extended trips
4. Traveling long term can make you homesick (even if you don't expect it!)
5. Long-term travel can take away the "magic" of the places you're visiting
6. When you travel long term, you may miss having a place to call home
7. Long-term travel can get expensive
8. It's hard to stay in shape while traveling long term

Travel policy



HOW TO CREATE THE ULTIMATE BUSINESS TRAVEL APPROVAL WORKFLOW?

INDEPENDENT BUSINESS means any business unit within a Country designated by Client executive committee from time to time to operate at arm's length because (i) it is pending decision regarding a possible disposal of the business unit; or (ii) the business unit operates under conditions materially distinct from those applying to the Services as evidenced by non participation in all or some of the other Client main stream support services in that Country;

Examples of *INDEPENDENT BUSINESS* in a sentence

ANY DECISION TO PURCHASE OR NOT TO PURCHASE IS THE SOLE AND *INDEPENDENT BUSINESS* DECISION OF THE POTENTIAL PURCHASER.

COMPANY MAY PERFORM *INDEPENDENT BUSINESS* ACTIVITY THAT IS NOT PROHIBITED BY LAW. The share capital of the company amounts to BGN 59 360 518, divided into 59 360 518 dematerialized shares with nominal value of BGN 1.

OTHER THAN WITH RESPECT TO INDEMNIFICATION OBLIGATIONS, COMMON SENSE WELLNESS WORLDWIDE'S MAXIMUM LIABILITY FOR ANY DAMAGES ARISING OUT OF OR RELATED TO THE AGREEMENT, WHETHER IN CONTRACT OR TORT, OR OTHERWISE, SHALL BE LIMITED TO THE AMOUNT ACTUALLY PAID TO COMMON SENSE WELLNESS WORLDWIDE BY THE RELEVANT *INDEPENDENT BUSINESS* OWNER.

CLOSE

What is meant by cost saving?



Cost savings is the benefit realized from actions that reduce an organization's overall spending on assets that directly impact its bottom line. Actions that can result in cost savings range from improving efficiency to negotiating lower prices for supply purchases.