**Travel Authorization Request (TAR) Form**

**Directions:** Please complete this form and email it to your manager, with supporting documentation as needed, with a copy to:

* SSF - President/CEO, COO and SSF Finance Director
* LA – SGCP President and SSF Finance Director
* NJ – Executive Vice President and SSF Finance Director

Manager approval/disapproval will be made via email. Scan and attach any supporting information you deem useful. Please plan ahead by submitting this form early to ensure the most economical airfare.

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| --- | --- |
| **Today’s Date** |  |
| **Employee Name** |  |
| **Employee Manager** |  |
| **Where do you want to travel?** |  |
| **What are the dates of this trip?** |  |
| **Why is this trip necessary?** |  |
| **Who else from the company will be on this trip with you?** |  |
| **Budget Center #** |  |
| **Approval Status** | Approved  Not Approved |
| **Disapproval Reason** |  |