REQUEST FOR TRAVEL AND ATTENDANCE AUTHORITY

*Note 1: Employee must make travel, hotel, and car rental arrangements through the Traffic Office - (213) 367-4264*

*Note 2: PLEASE FILL IN ALL APPLICABLE INFORMATION, and attach brochure, letter, or other pertinent travel-related information to this request. (****Use F11 key****)*

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| Name |  | | | | | | | | | | | | | | | | | | | | | *Employee No.* | | | | | | | | | |  | | | | | | *Payroll No.* | | | |  | | | | *Extension* | | | | | |  | | | | | | | Date | | | | | |  | | | | | | | | |
| CS Class | |  | | | | | | | | | | | | | | | | | *Work Location* | | | | | | | |  | | | | | | | | | | | | | | | | | | *Ext/Cell Phone* | | | | | | | |  | | | | | | | | Work Order | | | | | | | | | | | |  |
| *Destination(s)* | | |  | | | | | | | | | | | | | | | | | | | | | | | *Dates of Meeting/Conf/Seminar/Inspection:* | | | | | | | | | | | | | | | | | | | | | | From |  | | | | | | | | | To | | | | |  | | | | | | | | | | |
| *Purpose of Travel* | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Other Attendees & Reasons Why Each Needs To Attend* | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Benefits/Significant Information to be Acquired* | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *"**FLIGHT INFORMATION"* | | | | | | | | *Airfare Cost* | | | | | | | | | **$** | | | | | | | | *Airline* | | | | | | | | |  | | | | | | | | | | | | | | | | Flight # | | | | |  | | | | | | | | |  | | | |  | | | | | |
|  | | | | | | | |  | | | | | | | | |  | | | | | | | |  | | | | | | | | |  | | | | | | | | | | | | | | | |  | | | | | Departure | | | | | | | | |  | | | | Return | | | | | |
| *D**eparture Flight:* | | | | *From Airport* | | | | | | |  | | | | | | | | | | | | | | *To Airport* | | | | | | | | |  | | | | | | | | | | | | | *Date* | | | |  | | | | | | *Departure Time* | | | | | | | | | | | | | | |  | |
| *Return Flight:* | | | | *From Airport* | | | | | | |  | | | | | | | | | | | | | | To Airport | | | | | | | | |  | | | | | | | | | | | | | Date | | | |  | | | | | | Time Back to LA | | | | | | | | | | | | | | |  | |
| *Preferred Lodging* | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | *City/State* | | | | | | |  | | | | | | | | | | | | | | | *No. of Nights* | | | | |  | | | | *Est. Cost* | | | | | | | | | | | | **$** | |
| *Car Rental Agency* | | | | |  | | | | | | | | | | | | | *Type* | | | | |  | | | | | | | | | | *Dates* | | | |  | | | | | | | | | | | | | | *No. of Days* | | | | |  | | | | Est. Cost | | | | | | | | | | | | **$** | |
| ***# of Full-Day*** *Per Diem* | | | | | | | **#** | | | ***# of Partial-Day*** *Per Diem* | | | | | | | | | | | | | | | | | | | | | **#** | | | | *Est. Airport Parking* | | | | | | **$** | |  | Est. (Name Item, e.g., BART) | | | | | | | | | | | | | | | | | | | | | | | | |  | | | **$** | |
| *(Specify Shuttle/Bus/Taxi/Uber Fare to Destination)* | | | | | | | | | | | | | *Est. Cost* | | | | | | | **$** | | | | | | | |  | | *(Name other item)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | **$** | | |
| *Registration/Tuition* | | | | | |  | | | | | | *Payable To/ Mailing Address/ City/State/Zip* | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Required By* | | | | | | | |  | | | | | | | | | | | |
| *Amount* | | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | Date/Time | | | | | | | | | | | |
| *Walk-In/Charge/Mail* | | | | | |  | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Phone No.* | | | | | | | |  | | | | | | | | | | | |
| *Payable by Purchasing Card* | | | | | | | | |  | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | **$** | | | |

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| *If Transportation by Own Car, approximate roundtrip mileage minus roundtrip to work* | | | | | |  | ***(Include MapQuest printout (from home to work AND home to destination) and mileage calculation sheet*** | | | | |
| ***All Expenses*** |  | | | | | | | | | ***Total:* $** |
| *Cash Advance Amount* |  | | | *Payable To* |  | | | Required By |  | | |
| Reason for Cash Advance for Domestic travel | |  | | | | | | | | | |
| "SPECIAL INSTRUCTIONS" | | |  | | | | | | | |

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|  | ***EMPLOYEE’S SIGNATURE*** */ DATE* |  | *SUPERVISOR(S) APPROVAL(S) / DATE(S)* |

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| TRAVEL\_AA\_Request.dot |  |  |  |
| Rev: 12/9/16 | *SECTION HEAD APPROVAL / DATE* |  | *DIVISION HEAD APPROVAL / DATE* |