

Domestic Travel Authorization Request

Traveler's Name:		Division/Branch:	
Accounting (code or name):		Booking Locator:	
Date Submitted:	Dates of Travel:		
Destinations (detail by day below):			
Purpose of Travel:			
Registration Fees paid on Travel/Credit Card (to be reimbursed):			
Other Notes:			

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Travel Date (MM/DD/YY):							
City - From							
City - To/Lodging In							

Transport To/From Destination (Mode: Air, Rail, Rental Car, GOV, POV, Ferry, Bus, Taxi, Other) / Cost or # Miles							
Mode:							
Mode:							
Mode:							

Expenses at Destination							
Lodging							
Lodging Tax							
ATM Fees							
Checked Bag Fees							
Rental Car							
Fuel for Rental Car/GOV							
Highway/Bridge Tolls							
Metro/Public Transport							
Parking							
Phone Calls							
Shuttle							
Taxi							
Uber/Lyft							
Other (see Comments)							

Non-Duty Day (Leave)							
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Meals Provided (no reimbursement) - onboard ship, included in registration fees, etc.							
Breakfast							
Lunch							
Dinner							

COMMENTS / EXPLANATIONS: