

\*Submitted Date

\*Form Control Number



Department Control Number (Not Recorded in FINET)

\*Department Name

\*Division

\*Required Fields

TO: Director of Department

# REQUEST FOR IN STATE TRAVEL AUTHORIZATION

1. Traveler \*Employee Number: \*Name:  
Non-State \*Dept / Unit: Title:

2. Destination of Travel Hotel  
Is this the conference hotel or meeting location? Yes No

3. Date Leaving Time Leaving Home Base (HH:MM am/pm)  
Date Returning Time Arriving at Home Base (HH:MM am/pm)

Important: Car rentals are not allowed when you are staying in a conference hotel or if your business meetings will be held at this hotel. If you need a rental vehicle, please note the purpose in the comments section of this form.

4. Inclusive Dates of Convention or Meeting attended, or Tour of Duty: from: (MM/DD/YYYY) to: (MM/DD/YYYY)

5. Mode of Transportation  
Airplane (commercial)  
Airplane (state-owned)  
Private Auto  
(Attach Air Fare/Mileage comparison from State Travel Office.)  
State-Owned Auto  
Other (specify)

Estimated Costs:  
Transportation  
Car Rental (Attach Justification)  
Buses , Taxis & Other  
Lodging Per Diem Allowance:  
Total Nights @ Amount  
Meals X  
Registration Fee  
Subtotal  
Less meals provided  
Less lodging provided  
Net Expenses

Is a travel advance requested? Yes No  
90% of Meals & Incidentals  
Amount Advanced

Fund	Dept	Unit	Approp	Activity	Func	Object	Program	Phase	Amount

6. Purpose of Travel/Comments: (Attach Copy of Convention or Meeting Agenda)

\*Traveler's Signature  
\_\_\_\_\_  
\*Department / Department Budget Officer Name  
\_\_\_\_\_  
\*Department / Department Budget Officer Signature  
\_\_\_\_\_  
\*Division Director or Authorized Agent Name  
(Can be the same as B&A Officer or Authorized Agent)  
\_\_\_\_\_  
\*Division Director or Authorized Agent Signature  
(Can be the same as B&A Officer or Authorized Agent)  
\_\_\_\_\_  
Department Head or Authorized Agent Name  
\_\_\_\_\_  
Department Head or Authorized Agent Approval

Executive Directors who report to the Governor must have all travel approved by the Governor's Chief of Staff or designee. Executive directors who do not report to the Governor must have their deputy or budget officer sign for department approval.  
\_\_\_\_\_  
Chief of Staff Signature