

Date Submitted

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Department Control Number (Not Recorded in FINET)

*Department Name

*Division

*Required Fields

For questions, call (385) 214-7352 or email: Travel@utah.gov

TO: Director of Department

REQUEST FOR OUT OF 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
(MM/DD/YYYY) (HH:MM am/pm)
 Date Returning Time Arriving at Home Base
(MM/DD/YYYY) (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: to:
(MM/DD/YYYY) (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
X
 Meals
 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 Designee Name _____
*Division Director or Designee Signature

Department Head or Authorized Agent Approval 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