

Estimated Travel Authorization Summary

Submit completed Form

Traveler:

Purpose:

Destination:

Travel Dates & Times (departure & return):

Funding Source(s):

Estimated

Expenses: Lodging

Lodging Needed?	Yes	No	Dates of Lodging	Number of Total Nights
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Estimated Cost per night			Total Lodging Amount	Paid for by individual
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Meals per diem

Paid for by travel card

Are you receiving meals per diem?	Yes	Partial	No
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If partial, please explain:

Airfare

Does your travel require air transport?	Yes	No
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Estimated Airfare Amount	Notes about Airfare
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Mileage

Does your travel require driving?	Yes	No
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Estimated Mileage Amount	Personal vehicle
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Rental

Taxis/Shuttles/Etc.

Will you be using Taxis/Shuttles/Etc.?	Yes	No
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Estimated Taxis/Shuttles/Etc. Amount	Notes about Taxis/Shuttles/Etc.
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Registration Fees

Are there registration fees for your travel?	Yes	No
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Estimated Registration Fees	Paid for by individual
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Paid for by travel card

Other Expenses

Name of Expense	Estimated Amount	Notes/Comments
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