



**ADMINISTRATIVE FORM**

**TRAVEL AUTHORIZATION REQUEST**

Requests for Travel should be filed 7-10 days before the anticipated absence.

**Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

***Date and time of Proposed Travel:***

Begin absence date: \_\_\_\_\_ Time: \_\_\_\_\_

Return to work date: \_\_\_\_\_ Time: \_\_\_\_\_

Mode of Travel: \_\_\_\_\_ Total Hours requested: \_\_\_\_\_

***Purpose for Absence:***

\_\_\_\_ Prof. Conference \_\_\_\_\_ Visit to another Library

\_\_\_\_ Directed Travel \_\_\_\_\_ Prof. Meeting/Training

***Conference Sponsor, Location and Subject of Conference, Reason for meeting or travel*** \_\_\_\_\_

***Estimate of expenses from Library Budget:***

\_\_\_\_\_ Lodging

\_\_\_\_\_ Meals (IRS locale per diem rate)

\_\_\_\_\_ Transportation/Mileage

\_\_\_\_\_ Registration & fees

\_\_\_\_\_ Miscellaneous expense

\_\_\_\_\_ **Total**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(For Director's Travel) Board Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Effective: 3/11/2005

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