

## Travel Authorization

Travel Authorizations should be completed prior to making any travel arrangements. Agenda and/or meeting details must be attached.

Traveler Name

Phone

Address

Destination (City and State)

NFFRE Acct#

Name and Description of Meeting and Relevance to Research and/or Education

Proposed Departure Date

Proposed Return Date

Employment Status

NFFRE

VA

University

Amounts Requested (Estimates Permitted)

Airfare

Lodging

Per Diem

Ground Transportation

Registration

Traveler's Signature

Date

PI Signature (if applicable)

Date

Executive Director Approval

Date