

TRAVEL AUTHORIZATION/ADVANCE REQUEST

TRAVELER (please print) _____ PHONE _____

Dept./Organ. _____ Acct No/Sub Code _____

*Destination/Purpose of Trip _____

*If foreign destination, the "ODP Internal Request For Foreign Travel" form is attached (when required) ☐

Dates of ODP business-related travel _____

Does travel include personal leave? ☐ No ☐ Yes Personal leave dates _____

Mode of Travel: ☐ auto ☐ train ☐ air regular coach fare _____ Saturday stayover fare _____

Depart from _____ to _____ date/time _____

Continue from _____ to _____ date/time _____

Return from _____ to _____ date/time _____

Seat Preference: (1) ☐ aisle ☐ window (2) ☐ non-smoking ☐ smoking (international flights only)

Hotel Reservations: city _____ hotel _____

For night(s) of: in _____ out _____ total nights _____

Credit card no. and type (if other than AMEX corp. card) _____ exp. date _____

Name as listed on card _____ rate/night _____ conf. no _____ date _____

Car Rental: pick-up location _____ date _____

drop-off location _____ date _____

TRAVEL ADVANCE REQUESTED FOR THE ABOVE TRIP ☐ Travel advance funds are subject to the terms of the TAMRF-ODP Travel Policy

Traveler agrees to comply with the terms of the TAMRF-ODP Travel Policy and to submit the travel expense voucher for this trip within ten (10) days after return. Disbursement of advance will not normally be made more than thirty (30) days prior to the date of departure. Advance requests must be received at least four (4) working days in advance of the date check needed.

Date advance to be picked up in Travel Office _____

Lodging, M&IE, ground transportation \$ _____

Other (specify) _____ \$ _____

TOTAL ADVANCE REQUESTED \$ _____

Traveler's Signature _____ date _____

(Signature confirms all requested arrangements above)

Approved: Department Head/Delegate _____ date _____

(Signature approves all requested arrangements above)

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FOR ODP TRAVEL OFFICE USE

Screen 104 Voucher # _____ GL# _____ Screen 111 Voucher # _____