

DEPARTMENT OF WILDLIFE OUT-OF-STATE TRAVEL AUTHORIZATION REQUEST



SECTION 1

DEPARTMENT OF WILDLIFE

AGENCY	OFFICIAL STATION	DATE
EMPLOYEE	DESTINATION	DESTINATION PHONE #

SECTION 2

DATES OF TRAVEL STATUS: _____

PURPOSE OF TRIP: _____

SECTION 3

COST: GSA Per Diem \$ _____ GSA Lodging \$ _____ Air Fare \$ _____ Parking \$ _____ Motor Pool \$ _____	Pers. Vehicle \$ _____ Registration \$ _____ Ground \$ _____ Public Trans \$ _____ Rental Car \$ _____ Other \$ _____
--	--

Total Request: \$

*Include a print out of the current maximum GSA rate for that city/region.

SECTION 4

Will the employee be combining state business with personal business? Yes No

If yes, has written permission been initiated by the employee and approved by the Director demonstrating that no additional costs will be incurred by the State? Yes (attached) No

How many employees will be attending the same meeting? _____ Training Session? Yes No

WAS TRIP APPROVED IN THE CURRENT D.E.A.? Yes No **AMOUNT:** \$ _____ **Page#** _____

If "no" please explain: _____

PROJECT CHARGED

ORG		SUBORG	APPR. UNIT		JOB #
<i>DIV</i>	<i>FS</i>	<i>PROJ</i>	<i>BUDGET</i>	<i>CAT</i>	<i>LOC</i>

SUPERVISOR'S APPROVAL	DATE
DIVISION CHIEF'S APPROVAL	DATE
FISCAL STAFF'S REVIEW	DATE
DIRECTOR'S APPROVAL	DATE