



Prior Approval for Travel Authorization

DATE: \_\_\_\_\_ SPEED CHART: \_\_\_\_\_

DEPT ID: \_\_\_\_\_ FUND: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ CLASS: \_\_\_\_\_

ACCT. NO: 640100/650100 (Travel) Employee/Non-Employee ACCT. NO: 727130 (Registration)

TO: \_\_\_\_\_

FROM: \_\_\_\_\_ EMPLOYEE NO: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

DESTINATION ADDRESS: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

LOCAL TRAVEL AUTHORIZATION: [ ] FISCAL YEAR 20 \_\_\_\_\_

APPROXIMATE COST OF TRIP

AMOUNT

Registration Fee, [ ] P-card [ ] Ck Request [ ] Other \$ \_\_\_\_\_

Meals included w/Registration \_\_\_\_\_

Airline Ticket, [ ] Agency [ ] Other \$ \_\_\_\_\_

Meals Per Diem \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_

Links to BOR Travel Policy and Per Diem Web Sites:

- BOR Policy Manual (4.0 Travel): http://www.usg.edu/business\_procedures\_manual/section4/
Domestic: http://www.gsa.gov/Portal/category/104711
Foreign: http://aoprals.state.gov/web920/per\_diem.asp

Lodging \_\_\_\_\_ @ \$ \_\_\_\_\_ # Days Rate \$ \_\_\_\_\_

Personal Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ Miles (RT) Rate \$ \_\_\_\_\_

Car Rental \_\_\_\_\_ @ \$ \_\_\_\_\_ # Days Rate \$ \_\_\_\_\_

Miscellaneous \$ \_\_\_\_\_

TOTAL ESTIMATE \$ \_\_\_\_\_

APPROVALS

(Supervisor)

(Budget Manager)

(Divisional Vice President)

(Budget Office)

\*AUTHORIZED AMOUNT \$ \_\_\_\_\_

ENCUMBRANCE \$ \_\_\_\_\_

\*Total trip not to exceed this amount!

SUPPORTING DOCUMENTATION ATTACHED:

- [ ] Meeting/Conference Agenda
[ ] Directional Search Engine - (Map Quest, Rand McNally, etc.)
[ ] Car Rental Cost Comparison (http://ssl.doas.state.ga.us/vehcostcomp/)
[ ] Flight Estimate (www.smartertravel.com)

INSTRUCTIONS: Forward the completed form and supporting documentation to the Budget Office at least ten working days prior to the date of departure. Original receipts are required for reimbursement.