



Travel Authorization Form

Instructions: Please fill out this form completely.

Name:	Today's Date:		
Phone:	Travel Details:		
Address/City/ State/Zip:	Destination(s):		
Reason for travel (and names of travelers if a group):	Date (s) of travel:	Start:	End:
	Time of travel:	Start:	End:

I hereby certify that this business trip will incur the lowest reasonable travel expenses and that I will exercise care to avoid impropriety or the appearance of impropriety. I understand that reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. I agree that if a circumstance arises that is not specifically covered in the NERACOOS travel policy, then I will take the most conservative course of action.

Signature

Approved by: _____

Signature

Date