



Request for Travel Authorization

TRAVELER'S NAME		Phone #		DATE OF REQUEST	
AGENCY			Date	Time	From/To
DEPARTMENT		Depart			
SOC SEC NUMBER		Return			
TITLE		Destination (city, state)			
		Purpose of Travel			
REQUEST FOR BLANKET IN-STATE TRAVEL AUTHORIZATION		BLANKET IN-STATE TRAVEL AUTHORIZATION ON FILE			
	TO		YES	NO	
	PERIOD COVERED				
Estimated Expenditures					
AIR FARE					
CHECK ONE:					
STATE CAR <input type="checkbox"/>					
RENTAL CAR <input type="checkbox"/> If personal Car, Indicate Estimated Mileage:					
Justification for a rental car must be provided in the Special Approval Section.					
PERSONAL CAR <input type="checkbox"/> Miles at 0.44 per Mile					
LODGING: _____ Nights @ \$ _____ night					
Justification for 25% overage on lodging must be provided in the Special Approval Section					
MEALS: _____ Days @ \$ _____ day					
Justification for 25% overage on meals must be provided in the Special Approval Section					
TOLLS AND PARKING					
REGISTRATION/OTHER Payable To: _____					
Date Due _____					
OTHER ALLOWABLE EXPENSES					
TOTAL ESTIMATED COST OF TRIP \$0.00					
SPECIAL APPROVAL SECTION:					
Travel Advance Date Needed: _____ \$0.00					
SPECIAL APPROVAL SIGNATURE: _____					
Vehicle Rental Reimbursement. (Justify below.)					
SPECIAL APPROVAL SIGNATURE: _____					
Lodging reimbursement up to 25% in excess of maximum otherwise allowed. (Justify below.)					
SPECIAL APPROVAL SIGNATURE: _____					
Meal reimbursement up to 25% of maximum otherwise allowed. (Justify below.)					
SPECIAL APPROVAL SIGNATURE: _____					

I hereby certify that this travel will be performed in accordance with regulations set forth by the Louisiana Division of Administration and the policies of the Louisiana Technical College, and have informed myself of these policies and regulations.

EMPLOYEE'S SIGNATURE: _____ APPROVED: _____
 _____ DATE _____ DEAN/DIRECTOR DATE _____

APPROVED: _____ **APPROVED: _____
 REGIONAL FINANCE OFFICER DATE INTERIM DIRECTOR DATE

**Needed for Out-of-State Travel or Blanket Authorization