



## Training/Travel Request Approval Form

\*\*\*Forms must be submitted 3 weeks prior to training\*\*\*

Employee Name : \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Reason for trip: \_\_\_\_\_

Organization sponsoring event: \_\_\_\_\_

Meeting is:            Local            Regional            National            International

Role at meeting/conference: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_

Additional Notes:

### Estimated expenses:

- 1. Transportation (circle one: plane, personal car) \_\_\_\_\_
- 2. Lodging \_\_\_\_\_
- 3. Meals \_\_\_\_\_
- 4. Registration Fees \_\_\_\_\_
- 5. Miscellaneous (parking, rental car, etc.) \_\_\_\_\_
- 6. Total \_\_\_\_\_

RVSD Card Used	No	Yes
Personal Card Used	No	Yes

\_\_\_\_\_  
Supervisor Name - Printed

\_\_\_\_\_  
Employee Name - Printed

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

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- Any changes to travel that differ from this must be submitted in writing with a reason
- Any changes made to travel after final approval of travel authorization are subject to non-reimbursement
- Car rental must be requested and approved prior to actual travel status
- If flying, please attach business itinerary or if driving POV please attach a google maps print out of route with miles.