

Standard Travel Authorization Form

Traveler Information

Full Name

Employee/ID Number

Department

Contact Number

Travel Details

Destination(s)

Purpose of Travel

Departure Date

Return Date

Brief Itinerary

Expense Information

Estimated Expenses

Advance Requested

Expense Details

Enter expense breakdown

Approval

Traveler's Signature & Date

Supervisor/Manager Approval & Date

Finance/Admin Approval & Date

Important Notes

- This form must be completed and approved prior to travel commencement.
- Attach supporting documents such as invitation letters, itineraries, or estimates as required.
- Unauthorized travel or expenditures may not be reimbursed.
- All travel must comply with the organization's policies and procedures.
- Retain a copy of the approved form for your records.