

Standard Travel Authorization Form

Traveler Information

Full Name

Enter full name

Employee/ID Number

Enter ID number

Department

Enter department

Contact Number

Enter contact number

Travel Details

Destination(s)

Enter destination(s)

Purpose of Travel

Enter purpose

Departure Date

Return Date

Brief Itinerary

Enter key activities or schedule

Expense Information

Estimated Expenses

Enter amount

Advance Requested

Enter amount

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.