

# Government Travel Authorization and Estimate Template

Instructions: Complete all fields. This form must be completed, signed, and approved prior to the departure date. Print the completed form for official records.

## 1. Administration & Tracking

Department/Agency:	<input type="text"/>	Travel Authorization Number:	<input type="text"/>
Request Date:	<input type="text" value="YYYY-MM-DD"/>	Accounting / Funding Code:	<input type="text"/>

## 2. Traveler Profile

Traveler Full Name:	<input type="text"/>	Job Title / Grade:	<input type="text"/>
Office / Division:	<input type="text"/>	Contact Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>		

## 3. Itinerary & Purpose

Purpose of Travel:	<input type="text" value="e.g., Annual Conference, §"/>		
Departure City / State:	<input type="text"/>	Destination City / State / Country:	<input type="text"/>
Departure Date:	<input type="text" value="YYYY-MM-DD"/>	Return Date:	<input type="text" value="YYYY-MM-DD"/>
Primary Mode of Transportation:	<input type="text" value="e.g., Commercial Air, GSA"/>		

## 4. Estimated Expenses

Expense Category	Description / Details	Estimated Cost (USD)
Transportation (Airfare, Train, Rental, POV Mileage)	<input type="text"/>	<input type="text" value="0.00"/>
Lodging (Standard GSA Per Diem Rate)	<input type="text"/>	<input type="text" value="0.00"/>
Meals & Incidental Expenses (M&IE)	<input type="text"/>	<input type="text" value="0.00"/>
Registration / Conference Fees	<input type="text"/>	<input type="text" value="0.00"/>
Other Expenses (Tolls, Parking, Baggage)	<input type="text"/>	<input type="text" value="0.00"/>
<b>Total Estimated Travel Cost:</b>		<input type="text" value="0.00"/>

## 5. Authorization & Signatures

By signing below, the traveler certifies that the travel is for official government business and estimates are accurate. The approving official certifies that funds are available and travel is authorized.

Traveler Signature:	Date:
<input type="text" value="Sign Here"/>	<input type="text" value="YYYY-MM-DD"/>
Approving Official Signature & Title:	Date:
<input type="text" value="Sign Here"/>	<input type="text" value="YYYY-MM-DD"/>