

# Executive Travel Pre-Trip Authorization Template

Please complete this form and obtain the necessary authorizations prior to booking any travel arrangements.

## 1. Traveler Information

Traveler Full Name:

Job Title:

Department:

Email Address:

Phone Number:

## 2. Trip Details

Destination (City, Country):

Departure Date (DD/MM/YYYY):

Return Date (DD/MM/YYYY):

Purpose of Travel:

## 3. Estimated Expenses

Airfare / Transportation:

Lodging / Hotel:

Meals & Incidentals:

Other Expenses (Registration, etc.):

Total Estimated Cost:

## 4. Authorization & Signatures

By signing below, the parties agree to the estimated budget and necessity of the travel program.

Line Manager Name:

Line Manager Signature:

Date:

Executive Approver Name:

Executive Approver Signature:

Date: