

Standard Corporate Pre-Trip Travel Authorization Form

Instructions: Please complete this form and obtain the necessary approvals prior to booking any travel arrangements. Print the completed form for physical signatures.

1. Traveler Information

Employee Full Name:	<input type="text"/>
Job Title:	<input type="text"/>
Department / Division:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Direct Supervisor / Manager:	<input type="text"/>

2. Trip Details

Purpose of Travel:	<input type="text"/>
Destination City & Country:	<input type="text"/>
Departure Date (YYYY-MM-DD):	<input type="text"/>
Return Date (YYYY-MM-DD):	<input type="text"/>
Preferred Travel Agency / Method:	<input type="text"/>

3. Estimated Expenses

Airfare / Transportation Cost:	<input type="text"/>
Lodging / Hotel Cost:	<input type="text"/>
Meals & Incidentals:	<input type="text"/>
Conference / Registration Fees:	<input type="text"/>
Other Expenses (Taxis, Wifi, etc.):	<input type="text"/>
Total Estimated Budget:	<input type="text"/>

4. Billing and Cost Allocation

Cost Center to Charge:	<input type="text"/>
Project / Client Code:	<input type="text"/>

5. Authorizations & Signatures

By signing below, the parties agree that the requested travel is necessary for business purposes and budget is available.

Traveler Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

Finance / HR Signature: _____ **Date:** _____