



# Travel Authorization

Travel Authorizations should be completed prior to making any travel arrangements. Agenda and/or meeting details must be attached.

Traveler Name

Phone

Address

Destination( City and State)

VRFP Acct#

Name and Description of Meeting and Relevance to Research and/or Education

Proposed Departure Date

Proposed Return Date

Employment Status

VRFP

VA

University

Amounts Requested ( Estimates Permitted)

Airfare

Lodging

Per Diem

Ground Transportation

Registration

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Traveler's Signature

Date

PI Signature ( if applicable)

Date

Executive Director Approval

Date