



| Travel Authorization Form | | |
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| Request, Authorization and Agreement for Travel and Reimbursement | | |
| Date of Request: | Employee (Last Name, First Name): | Assigned Division/Workcenter: |
| Chargeable Division/Workcenter: Client: Job Name: | | Authorization Information / Charge Codes: 1. Contract Billable (ODC): 2. Contract Nonbillable (BU Allowable): 3. Unallowable: *Must have at least one filled in |
| Reason for Travel: | | |
| Itinerary | | Estimated Costs |
| Dates: | Air: | |
| | Hotel: | |
| Locations: | Rental Car: | |
| | Per Diem: | |
| | Mileage: | |
| | Processing Fee: | |
| | Other: | |
| | Total: | |
| Approval | | |
| Supervisor/Program Manager/VP (Name/Date): | | Chargeable Senior Vice President (Name/Date): |
| Signature: | Approved: | Disapproved: |
| <i>**For client sponsored travel, managers may submit client approval form in lieu of MicroTech Travel Authorization Form.</i> <i>***For overseas travel, the following applies:</i> <ol style="list-style-type: none"> 1. Complete the International Travel Form. 2. Contact FSO for specific debriefing requirements. | | Reason not approved: |
| | | Signature: |
| MT Corporate Travel Office Use Only | | |
| Signature: | Date Request Received: | Date Travel Booked: |