

# RECORD OF TRAVEL

	DATE: _____
TRAVELER NAME:	APPROXIMATE DATES: BEGIN: _____ END: _____
DESTINATION:	MODE OF TRANSPORTATION:  COMMERCIAL AIR: _____  PRIVATELY OWNED: _____  GOVERNMENT AIR: _____  GOVERNMENT AUTO: _____
PURPOSE OF TRAVEL:	REQUESTED DEPARTURE TIME HVL: _____  REQUESTED DEPARTURE TIME TDY: _____  MILAGE TO/FROM AIRPORT: _____  HOTEL:(Preference) _____  RENTAL CAR: _____
ACCOUNTING CODE:	AD30/FUND SOURCE VERIFICATION:
<b>AUTHORIZATION</b>	
TEAM LEAD AUTHORIZATION:	GROUP LEAD AUTHORIZATION: