

**REQUEST FOR OUT-OF-STATE TRAVEL AND/OR TRAVEL ADVANCE**

DEPT		DOC NUMBER
GAX	ADV	

PLEASE SEND TO: Travel Coordinator

Employees are responsible for complying with State Travel Policy, as set forth in Chapter 10 of the SAAM manual and any interpretations made by the Office of the State Controller.

DATE SUBMITTED: \_\_\_\_\_

VENDOR NUMBER not SSN: \_\_\_\_\_

NAME: \_\_\_\_\_  
first middle initial last

JOB TITLE \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PHONE: \_\_\_\_\_

BARGAINING UNIT: \_\_\_\_\_

DEPT/AGENCY: \_\_\_\_\_

BUREAU/DIVISION: \_\_\_\_\_

FUND	DEPT	UNIT	SUB UNIT 2 digit	PROG	PPC
OBJECT	DESCRIPTION				AMOUNT
4298	IN STATE TRAVEL ADVANCE				
4398	OUT OF STATE TRAVEL ADVANCE				

**ESTIMATED COST:**

AIR FARE \_\_\_\_\_

MILEAGE ( \_\_\_\_\_ miles) 0.50 \_\_\_\_\_

TOLLS \_\_\_\_\_

MEALS ( \_\_\_\_\_ meals) \_\_\_\_\_

LODGING ( \_\_\_\_\_ nights) \_\_\_\_\_

REGISTRATION \_\_\_\_\_

OTHER Shuttles \_\_\_\_\_

**TOTAL** \_\_\_\_\_

DESTINATION: \_\_\_\_\_ CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ TIME: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PERSON(S) TRAVELING WITH ME: \_\_\_\_\_

**Name of Conference/Event/Meeting/Training:** \_\_\_\_\_

Travel directly related to the care of residents, wards, foster children and other individuals under State care or protection;

Travel required in the execution of law enforcement investigations, interstate contracts directly related to the extradition of an individual to or from a correctional facility;

Travel directly involved in the securing of revenue, or that directly impacts revenue;

Travel required in emergencies or other extraordinary circumstances; JUSTIFY

**OR:**

Requesting approval for out of state travel. Justification for this request: JUSTIFY BELOW

JUSTIFICATION:

**HOTEL ROOM RATE WAIVER - DIVISION DIRECTOR SIGNATURE** \_\_\_\_\_ DATE: \_\_\_\_\_

**RENTAL CAR APPROVAL - DIVISION DIRECTOR SIGNATURE** \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVAL**

AGENCY TRAVEL COORDINATOR (Required for Travel Advances only): \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR/BUREAU DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

*Department Commissioner/Commissioner Designee or Agency Head*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_

**APPROVED**  **DISAPPROVED**