



## Travel Authorization Form

**LCAN:** .....

**List staff attending this meeting/conference:**

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Departure City: \_\_\_\_\_ Destination City: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_ Mode of Travel: \_\_\_\_\_

Name of meeting/conference attended: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Travel: \_\_\_\_\_

Explanation of travel:  
(Please give a brief reason why this travel is required.)

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**Estimated costs:**

Airfare: \_\_\_\_\_ Registration \_\_\_\_\_ **Trip Total:** \_\_\_\_\_

Train: \_\_\_\_\_ Cab/Bus \_\_\_\_\_

Meals: \_\_\_\_\_ Luggage \_\_\_\_\_

Lodging: \_\_\_\_\_ Parking \_\_\_\_\_

(# of Nights: \_\_\_\_\_ Shuttle \_\_\_\_\_

at \$:) \_\_\_\_\_ Other \_\_\_\_\_

<b>Program Director:</b> _____	<b>Date:</b> _____
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