

# Government Travel Authorization Sheet

## Traveler Information

Full Name:

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Employee ID / No.:

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Department / Agency:

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Position/Title:

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## Travel Details

Purpose of Travel:

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Destination(s):

---

Departure Date:

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Return Date:

---

Mode of Transportation:

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## Estimated Costs

Transportation:

---

Accommodation:

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Meals & Allowances:

---

Other (Specify):

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Total Estimated Cost:

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## Approval

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Traveler Signature

Date:

---

Authorizing Official Signature

Date: