

Travel Order Authorization Form

Traveler's Name	<input type="text"/>
Department / Unit	<input type="text"/>
Destination	<input type="text"/>
Purpose of Travel	<input type="text"/>
Departure Date	<input type="text"/>
Return Date	<input type="text"/>
Mode of Transportation	Select <input type="button" value="▼"/>
Expense Type	Select <input type="button" value="▼"/>
Additional Remarks	<input type="text"/>

Requested By

Date: _____

Approved By

Date: _____