

**Instructions for Traveler:**

1. Select your supervisor from dropdown box

- 2 Fill out all required fields.

1 Employee(s) Traveling:

2 Division:

3 Official Station:

Please provide details of anticipated trip below.

| Destination (Physical Address)  | Trip Classification           | Explanation/Purpose for travel | Leave Date                    | Return Date                   |
|---------------------------------|-------------------------------|--------------------------------|-------------------------------|-------------------------------|
| 1 <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/>  | <input type="text" value=""/> | <input type="text" value=""/> |

Please provide estimated costs for the travel below.

| Estimated Total Mileage         | Estimated GSA Lodging Rate (Daily) | Estimated GSA Meal Rate (Daily) | Estimated Airfare             | Estimated Other travel costs  | Provide explanation supporting other travel costs |
|---------------------------------|------------------------------------|---------------------------------|-------------------------------|-------------------------------|---|
| 2 <input type="text" value=""/> | <input type="text" value=""/>      | <input type="text" value=""/>   | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/>                     |

- 3 Click Request Manager Approval

Close the form and don't save the changes. Your request automatically email to supervisor for review.

**Instructions for supervisor:** Click Request Fiscal Verification and close the form

**Instructions for Fiscal:** Click Complete Travel Auth and close the form.