

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

Form RD 2036-3
(Rev. 9-00)

1. No. (For use by issuing office only)

2. Date (For use by issuing office only)

REQUEST FOR TRAVEL AUTHORIZATION **OR AMENDMENT**

3. Name _____ 4. Government Employee Yes No 5. Official Station _____

6. Title _____ 7. Social Security No. _____ 8. Residence City _____

9. Government Credit Card Holder: Yes No

10. Itinerary: _____

Dates _____

11. Travel Purpose Code _____ State Purpose: _____

12. Common Carrier Government Privately-Owned Special
 Airplane or Airplane Conveyance
 Train Privately-Owned (State reason)
 Bus Vehicle (POV)

Note: Cost comparison for personal preference to use POV instead of common carrier must be completed by traveler and attached to this form.

13. Authority for Use of Noncontract Airline: Number _____ State reason: _____

14. Rental Car: *Yes No (* Requires detailed justification for need.)

15. Authority to Use Annual/Sick Leave While in Travel Status:
 Dates: _____ # of Hours: _____

16. Accounting Classification Code: _____

FUNDS CONTROL

_____ FUNDS AVAILABLE
 _____ FUNDS NOT AVAILABLE

17. Estimated Costs: *Per Diem: Lodging \$ _____ x _____ Nights \$ _____
 M&IE \$ _____ x _____ Days \$ _____
 POV Mileage _____ # x _____ Cents/Mile \$ _____
 Miscellaneous (Parking, taxi, telephone calls, etc.) \$ _____
 Common Carrier \$ _____
 Car Rental \$ _____
 Total \$ _____

* If requesting actual subsistence, attach request or actual subsistence form justifying why actual subsistence is needed.
 (Must be approved by Deputy Administrator or above or other designated official.)

18. Total Overnight Accommodations for _____ # Nights: _____ (#) Do _____ Do Not _____
 Meet Hotel/Motel Fire Safety Act Requirements Act of 1990.

19. Signature of Traveler: _____ Date: _____ Concurrence of Supervisor: _____ Date: _____

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Used by Rural Development employees to request travel authorization or amendment.

PROCEDURE FOR PREPARATION

: RD Instruction 2036-A.

PREPARED BY

: Requesting office or traveler.

NUMBER OF COPIES

: Original only.

SIGNATURES REQUIRED

: Traveler, supervisory concurrence.

DISTRIBUTION OF COPIES

: Original to issuing office; copy retained by requesting office or traveler.