

DOC/NOAA/OAR/GFDL TRAVEL REQUEST FORM

PART I – Traveler complete #1-11, date & obtain Supervisor's approval.

LEAD TIME REQUIREMENTS FOR TRAVEL: Domestic lead-time: 7 business days, if tickets are required; 5 business days where tickets are not required. Foreign lead-time: 8 weeks. <i>Arrangements for travel cannot be guaranteed if lead times are not provided.</i>	Date of Request: _____ The traveler is authorized to request travel: _____ <i>Supervisor</i>
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Travel documents will be provided 2 days prior to scheduled departure date, unless needed sooner. If needed sooner, specify date:

1. Name of traveler:

2. Specific purpose of travel (include name of group sponsoring conference/meeting, etc.):

3. Departure day & date: _____ Return day & date: _____

4. Dates of meeting/conference: _____

5. Will you use annual leave during this trip? Yes No
If yes, please list the dates: from _____ to _____

6. Location of meeting/conference (city & state or country): _____

7. Title of paper/lecture to be presented: _____

8. Were you invited to present the paper/lecture? Yes No

9. Check all types of transportation to be used:
 Air Private auto Hired car/limo

 Metro Gov't. auto Airport shuttle

 Train Rental car Taxi

10. a. Registration Amount (attach documentation):

 b. Abstract/poster fee(s):

 c. Check if you anticipate to incur charges for any of the following:

 Parking ATM Calls home

 Bridge/Highway tolls Internet Access Business calls

11. Reservations required (be specific – include date/time you want to travel; airport you prefer to use; type of room, etc.) Please note that you may receive an email indicating alternate arrangements/choices for financial reasons:

- a. AIR: Do you plan to upgrade using frequent flyer miles? Yes No

- b. RAIL

- c. LIMOUSINE

- d. RENTAL CAR*

- e. MOTEL / HOTEL

**When a rental car is essential, an economy-type or compact vehicle must be used. NOAA will not pay the collision damage waiver insurance. The agency can, in certain circumstances, pay for damage to rented vehicles.*

PART II - To be completed by Administrative Services:

Estimated Total Cost of trip: _____
Share paid by GFDL: _____

PART III – Accounting to be completed by Group Leader

This trip will be charged to:

Group Allocation

Grant (identify)

Director’s Discretionary Fund

Other reimbursement (explain)

APPROVALS

Group Leader

Director