

RTAP TRAVEL AUTHORIZATION

North Dakota Department of Transportation, Local Government
 SFN 53759 (Rev. 08-2006)

Note: This form must be submitted 30 days before proposed travel, and prior to purchase of plane tickets.

Person Traveling (Last)		(First)		Title
Office			Address	
Number of Meetings and Number of Days Person has Traveled this Fiscal Year (July1 - June 30)				
Destination(s) (City and State)				
Method of Travel				
Date to Depart From Home	Date(s) to be at Destination		Date to Return Home	Does trip include vacation days?
Reason for Trip				
Name of Meeting or Purpose of Trip (Do Not Abbreviate)				
Total number of persons attending this trip or meeting from ND and requesting RTAP reimbursement.			Note: Submit one form for each person and submit all forms at the same time.	

ESTIMATED COST OF TRIP (To nearest dollar)					COSTS WILL BE PAID BY
Transportation	Meals, Lodging, etc	Registration	Rental Car or Taxi	TOTAL	
Project Name					
Remarks					

 Signature of Person Traveling

 RTAP Director

 Date

 Date

INSTRUCTIONS

1. Use a separate form for each individual for each trip. **(Do Not Use Abbreviations to Describe a Meeting or Trip.)**
2. **Send original** to Local Government Division for approval.

REIMBURSEMENT

Private vehicle 37.54 per mile
 Project vehicle 20.04 per mile (for the trip-not per individual)