the evergreen state college

**Travel Authority Form
(also use for Blanket
Travel Authority)**

1 Name and Mailing Address of Traveler	2 Campus address and phone
	3 Banner A# (ssn if no A#)

4 Type of Traveler (select one box only)

Faculty/Staff   Student   Non-Evergreen   Candidate for Faculty/Staff position

5 Type of Travel Authority (select one)

Blanket Travel Authority for travel within Washington State and contiguous counties/cities of Idaho & Oregon. **For period of:** _____	**One Time Trip** (Note: for travel out of country or to Hawaii, attach Trip Justification)	**Group/Field Trip** - attach separate list of all travelers.

6 List accompanying travelers - attach a list of travelers if needed (Note: This is for liability purposes only. If any of the accompanying travelers are to be reimbursed for travel expenses, they must have their own individual travel authority)

7 Modes of Travel Authorized

Air   Pool Vehicle   Private Vehicle   Other (indicate type) _____

Rental Vehicle   Local Trans. (bus, taxi, etc.)

8 Reimbursement limited to:

Normal Per Diem & Travel Expenses

Limited (i.e., Actual Exps. with receipts, TESC _____
       Liability Coverage, etc.)

Other (type of expenses, amount, etc.) _____

9 Itinerary (Required): Purpose and Destination of Trip: (include dates, city/locations of meetings, conferences, etc.)
     ***NOTE: Travel to foreign countries and Hawaii require a trip justification form. Attach it to the travel authority.

Date	From: (Location)		To: Location	
				Attach a separate sheet if needed for itinerary.

10 Travel Advance   Yes   No   (if yes, complete and attach Travel Advance Request Form)

11 Organization code and name to be charged: (may list multiple orgs)

Prepared By: Name, Ext, Date	Organization Approval Signature Date
	Print Name

TA Form