

## AUTHORIZATION FOR TRAVEL

Reference #: \_\_\_\_\_

### TRAVELER INFORMATION

Name: \_\_\_\_\_ NMU IN: \_\_\_\_\_

### TRIP INFORMATION

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Planned Departure

Planned Return

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### ESTIMATED EXPENSES

DESCRIPTION	TOTAL
Commercial Transportation	
*Motor Pool Vehicle	
Private Automobile (Estimated Total Miles x \$0.55)	
Meals (Breakfast/Snack \$10; Lunch/Dinner \$18.00; Not to exceed \$32/Day)	
Lodging	
Conference Fee	
Cab/Limousine Fares	
Other (List):	
Other (List):	
<b>Sub Total:</b>	<b>\$0.00</b>

#### \*Motor Pool Vehicles

Midsize	\$0.382 Per Mile		Desired Time of Pickup:
Large Car	\$0.432 Per Mile		Driver's Name:
Mini Van	\$0.502 Per Mile		Driver's License #:

Passenger Name: _____	NMU IN: _____
Passenger Name: _____	NMU IN: _____
Passenger Name: _____	NMU IN: _____
Passenger Name: _____	NMU IN: _____
Passenger Name: _____	NMU IN: _____

(For Office Use Only)	SIGNATURES	DATE
<b>ACCOUNTS DISTRIBUTION</b>		
	Traveler (Initials):	
	Department Head:	
	AAUP Travel	7300
	AAUP Surplus	7300
	Faculty Travel	7300
	Student Travel	7305
	Guest Expense	7330
<b>TOTAL:</b>		<b>\$0.00</b>

[NMU Travel Policy](#)