

# Employee Travel Document Authorization Form

The **Employee travel document authorization form** sample is designed to streamline the approval process for employee travel documentation. It ensures that all necessary permissions are formally documented before any official travel. Using this form helps maintain compliance and organizational oversight efficiently.

## Employee Information

**Full Name:**

**Employee ID:**

**Department:**

**Contact Number:**

## Travel Details

**Destination:**

**Purpose of Travel:**

**Departure Date:**

**Return Date:**

**Travel Documents Required:**

Passport  
Visa  
Invitation Letter  
Travel Itinerary  
Other



## Authorization

**Immediate Supervisor/Manager:**

**Manager Email:**

**Employee Signature:**

**Date:**

**Manager Signature:**

**Date:**

Submit for Authorization