

Out-of-State Travel Authorization Form Sample

The **out-of-state travel authorization form** sample provides a template for obtaining official approval before traveling outside the state. This form ensures compliance with organizational or institutional travel policies. It streamlines the approval process by clearly outlining necessary travel details and authorization signatures.

Traveler Information

Full Name:

Department/Unit:

Contact Email/Phone:

Travel Details

Destination (City, State):

Purpose of Travel:

Departure Date:

Return Date:

Estimated Expenses

Transportation:

Lodging:

Meals:

Other:

Funding Source(s)

Approvals

Employee Signature: Date:

Supervisor/Manager Signature: Date:

Other Required Approval (if applicable):

Date:

Submit Authorization Form