

Travel Authorization Approval Request Form

This **approval request form** sample streamlines the process for travel authorization, ensuring all necessary details are captured for efficient review. It includes sections for trip purpose, destination, dates, and estimated expenses, facilitating clear communication between employees and management. Using this form helps organizations maintain control over travel plans and budget approvals.

Employee Name:

Department:

Email Address:

Purpose of Trip:

Destination:

Dates of Travel:

Start Date - End Date

Estimated Expenses:

E.g., airfare, lodging, meals, transportation

Budget Code/Account (if applicable):

Supervisor/Manager:

Additional Information (optional):

Submit for Approval