

GRAYSON COUNTY TRAVEL AUTHORIZATION

Submit Typed or Printed in ink. Sign and Approve in Ink.

Name	Phone #	Department/Account #	Date
Travel Authorization Purpose of Trip. Date of Travel (A full statement is required. Justify requested travel.)			
Estimated expenses to be incurred are:			
Lodging:	\$	_____	
Meals/Per Diem:	\$	_____	
Registration:	\$	_____	
Air Travel:	\$	_____	
Parking:	\$	_____	
Mileage:	\$	_____	
Other:	\$	_____	
TOTAL:	\$	_____	
Request for Lodging Costs:			
Traveling employee requests that a check payable to the hotel be prepared prior to departure. The total cost of the lodging is: \$ _____ <div style="text-align: right; margin-right: 100px;">Make check payable to: _____</div> Traveling employee will charge the hotel to a County credit card. The total cost of the lodging is: \$ _____ <div style="text-align: right; margin-right: 100px;">Hotel where charge will be made: _____</div> (Attach a copy of the hotel confirmation or brochure showing the requested amount.)			
Request for Conference Registration:			
Traveling employee requests that a check payable for conference registration be prepared prior to departure. The total cost is: \$ _____ <div style="text-align: right; margin-right: 100px;">Make check payable to: _____</div> Traveling employee will charge the conference registration to a County credit card. The total cost of the registration is: \$ _____ <div style="text-align: right; margin-right: 100px;">Name of conference organization: _____</div> (Attach a copy of the conference registration brochure or other appropriate information.)			
PERSONAL OR RENTAL AUTO USE AUTHORIZATION:			
Justification for use of auto. If use of personal auto is authorized, attach proof on insurance. Mileage reimbursement not to exceed standard airfare.			
A. Use of personal auto is	approved	not approved	
B. Use of rental auto is	approved	not approved	
Expense reports should be submitted in a timely manner.			
_____ SIGNATURE OF EMPLOYEE		_____ SIGNATURE OF DEPARTMENT HEAD	
_____ BUDGET VERIFICATION		_____ COUNTY JUDGE	