

**Interstate Travel Request**

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| **Name:**       | **Title:**       |
| **Division/Office:**       | **Organizational Code:**       |
| **Request Date:**       | **Begin Travel Date:**       | **End Travel Date:**       |
| **Travel From:**       | **Travel To:**       | **Return to:**       |
| **Meeting (if any) to be attended:**      | **Type of Meeting: (check one)**[ ]  Convention[ ]  Professional Meeting[ ]  Professional Training[ ]  Board Meeting[ ]  Other:       | **Affiliation (check one)**[ ]  Speaker / Presenter[ ]  National Officer[ ]  Board Chairperson[ ]  State Officer[ ]  Attending Conference[ ]  Other:       |
| **Purpose of Trip (justify your participation)**      | **Meeting Dates / Times:****Begin Date:**       **Begin Time:**      **End Date:**       **End Time:**       |
| **Cost of Proposed Travel:****Common Carrier** *(round trip, tax free)* [ ]  Plane [ ]  Rail [ ]  Bus $      **Other Travel Costs**  $      **Specify:**      **Subsistence Costs** *(at destination point)* $      **Mileage** #of Miles:       @      /per mile $       **TOTAL** $       4 |

**Signature of Applicant:**  **Date:**

**Signature of Supervisor:**  **Date:**

**Signature of Unit Director:**  **Date:**

**Signature of Deputy Commissioner:**  **Date:**

**Signature of Commissioner:**  **Date:**

* If travel by private conveyance is requested, attach a comparative statement of costs for both common carrier and private auto including additional subsistence en route and statement as to how this method of transportation is advantageous to the State.
* Make copies of the signed approval to attach to Travel Expense Statement, Request for Airline Ticket, Car Rental Authorization.