

**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.