

*The National Academies of*  
**SCIENCES • ENGINEERING • MEDICINE**

**TRAVEL AUTHORIZATION FORM**

<i>Associate Full Name as it Appears on Drivers License or Passport</i>		<i>Agency</i>	
<i>Date of Birth (MM/DD/YYYY)</i>	<i>Address</i>	<i>Lab/Center</i>	
<i>Gender</i> Male <input type="checkbox"/> Female <input type="checkbox"/>		<i>Phone</i>	
		<i>E-Mail</i>	
	<i>DOD Funded: Yes <input type="checkbox"/> No <input type="checkbox"/></i>		

Please read the [Travel Authorization Instructions](#) before completing this form. The Fellowships Office requires that you use Vai Travel to ensure compliance with Federal Travel Regulations. See [Travel Guide](#) for more information.

<input type="checkbox"/> <b>Professional Travel</b>	Travel to scientific meetings or conferences	<input type="checkbox"/> <b>Includes Personal Travel (Dates)</b>
<input type="checkbox"/> <b>Programmatic Travel</b>	Travel required for research or training	
<input type="checkbox"/> <b>Relocation</b>	Travel associated with moving to or from the laboratory	

**Purpose of travel or name of meeting**

<b>Travel Dates</b>	<b>Meeting Dates</b>
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**Itinerary: From, To, Return (City, State)**

**COST ESTIMATES**

Airfare (or train fare)	\$	A constructive cost <u>must</u> be obtained from Vai when personal travel is used in combination with professional or programmatic travel.
Baggage/service fees	\$	One bag each way; does not include excess baggage fees
Lodging per diem	\$	<input type="checkbox"/> <b>Hotel exceeds per diem. Hotel daily rate: \$ _____</b> <b>Justification:</b>
Meals per diem	\$	Use the per diem allowance per days of travel from the <a href="#">GSA (domestic)</a> or <a href="#">Department of State (international)</a> websites.
Rental car	\$	<b>Justification:</b>
Parking	\$	
Personal vehicle mileage	\$	When traveling by personal car in lieu of common carrier (air, train) a constructive cost must be obtained. Refer to GSA website for current POV rate.
Taxi/shuttle	\$	
Conference registration	\$	<b>CONFERENCE REGISTRATION REQUEST</b> <input type="checkbox"/> YES Registration fees of \$250 or more can be paid directly by the Fellowships Office (FO). You must submit a Conference Registration form <u>after</u> this TA is approved.
Other	\$	<b>Note:</b>
<b>Total</b>	<b>\$</b>	

**Comments**

<i>Fellow Signature</i>	<i>Date</i>
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**LABORATORY ENDORSEMENT (not required for initial relocation)**

*ARL Mentor Signature/Date*

*LPR Signature/Date*

**FO ENDORSEMENT** You are authorized to travel and incur necessary expenses in accordance with Federal Travel Regulations.

*Visa Officer Signature/Date*

*Fiscal Officer Signature/Date*

<i>Fellow ID No.</i>	<i>Sent to Vai</i>	<i>Proj. Act. No.</i>	<i>Acct. #</i>
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