

OAE requires prior approval for adult education program staff that want to travel out of state for conferences or training. To request approval to travel out of state, please complete the Out of State Travel Form. Email completed Out of State Travel Forms to Ms. Cynthia Casasola (ccasasola@tcsg.edu) for approval prior to out of state travel.



OUT-OF-STATE TRAVEL AUTHORITY

This form is required for the following travel:

- OUT-OF-STATE Travel Approval** (prior approval required)
- Departmental Use** (if applicable)

PART I Travel and Trip Information

Traveler's Name:	<input style="width: 95%;" type="text"/>	Departure Date	<input style="width: 95%;" type="text"/>	Return Date	<input style="width: 95%;" type="text"/>
Traveler's Email:	<input style="width: 95%;" type="text"/>	Contact Telephone #:	<input style="width: 95%;" type="text"/>		
Division:	<input style="width: 95%;" type="text"/>		Destination:	<input style="width: 95%;" type="text"/>	
Purpose of Trip:	<input style="width: 95%; height: 95%;" type="text"/>				

PART II Estimated Expense Calculations

	Comments if applicable
Lodging:	<input style="width: 95%;" type="text"/>
Transportation:	<input style="width: 95%;" type="text"/>
Registration:	<input style="width: 95%;" type="text"/>
Commercial Transportation:	<input style="width: 95%;" type="text"/>
<i>Other Expenses (please list)</i>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Total Estimated Calculations:	<input style="width: 95%;" type="text"/>

PART III Division Approvals

Authority is requested to travel or incur expenses in performance of official TCSG duties for the purposes specified.

Signature	<i>Traveler</i>	Date
Signature	<i>Departmental Approval</i>	Date
Signature	<i>Approving Official</i>	Date