

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. Victoria Stephenson (vstephenson@tcsge.edu) AND Ms. Kendry Broadwater (kbroadwater@tcsge.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: Departure Date Return Date

Traveler's Email: Contact Telephone #:

Division: _____ Destination:

Purpose of Trip:

PART II Estimated Expense Calculations

Lodging:	<input type="text"/>
Transportation:	<input type="text"/>
Registration:	<input type="text"/>
Commercial Transportation:	<input type="text"/>
Other Expenses (please list)	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Estimated Calculations:	<input type="text"/>

Comments if applicable

PART III Division Approvals

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

Signature _____ *Traveler* _____ Date _____

Signature _____ *Departmental Approval* _____ Date _____

Signature _____ *Approving Official* _____ Date _____

