

Org Code: \_\_\_\_\_ YYMMDD: \_\_\_\_\_

**Virginia Polytechnic Institute and State University  
TRAVEL SERVICES AUTHORIZATION**

To: \_\_\_\_\_  
(Travel Agency) (Delivery Date)

From: \_\_\_\_\_  
(Dept./Org Name) (Mail Code) (Contact Person)

\_\_\_\_\_  
(E-mail Address) (Phone Number) (FAX Number)

Travel for: \_\_\_\_\_  
(Traveler's Name)

\_\_\_\_\_  
(Business Phone) (Home Phone) (Signature)

This form, when properly signed by the department/organization head or designee, will authorize you to:

1. Provide the travel services specified
2. Charge travel expense to the university-supplied travel card
3. Release tickets to the department

Purpose of trip: \_\_\_\_\_  
\_\_\_\_\_

Transportation to be provided: (Airline, Train, Other)

Date	From	To

Car Rental Arrangements: Type of car: \_\_\_\_\_  
Date and location of rental: \_\_\_\_\_  
Date and location of return: \_\_\_\_\_

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Ticket Requested by: \_\_\_\_\_ Travel Approved and Payment Authorized By: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name) (Phone #) (Signature) (Date)

Payment will be made by:

Dept/Org	Index/Fund	Account	Activity	Amount

Other Instructions: \_\_\_\_\_  
\_\_\_\_\_

Copies

1. Submit the travel services authorization to the travel agency via fax or email
2. Mail the completed form to the Controller's Office (0312) Attn: Travel