

VALLEY OPPORTUNITY COUNCIL

AUTHORIZATION TO TRAVEL

Employee: _____ Date: _____

Project Charged: _____

Project Number: _____

Travel to:

Purpose of Travel:

Dates of Proposed Travel: _____

Estimated Cost of Travel: _____

Mode of Transportation:

Special or unusual items for which approval is requested:

Project
Manager: _____ Date: _____

Executive
Director: _____ Date: _____

Note: Appropriate request must be made through the Executive Director five (5) days in advance. Vouchers of out-of-town travel expenditures should be made within 5 days after completion of travel.