

**Town of Vienna
Finance Department
TRAVEL PRE-AUTHORIZATION FORM**

Name:		Department:	
Destination of Travel:		Purpose of Travel:	
Date Departing:		Date Returning:	
I will have passengers.	Yes () No ()	Passengers are Town employees.	Yes () No ()
Department Head Approval:	<i>Signature/Date:</i>	Town Manager Approval:	<i>Signature/Date:</i>

TRIP DETAILS & ESTIMATED/KNOWN AMOUNTS

Category	Dates	Details	Amount
Conference Fees			
Personal Vehicle (Map Mil. x IRS Rate)			
Lodging			
No. Days/Nights			
Meals – GSA Rates			
Transportation			
Gas (Town Vehicle)			
Other Incidental Exp.:			
TOTAL ESTIMATE			

Employee Signature _____
Date