

Org Code: \_\_\_\_\_ yymmdd: \_\_\_\_\_

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

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

From: \_\_\_\_\_ (Department/Organization Name) (Mail Code) \_\_\_\_\_ (Contact Person)

\_\_\_\_\_  
(Phone Number, E-mail Address) (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 Received by: \_\_\_\_\_ Travel Approved and Payment Authorized by: \_\_\_\_\_

\_\_\_\_\_  
Signature Date Signature Date

Payment will be made by:

Dept/Org	Index/Fund	Account	Amount

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

Copies:	Travel Agency (3 copies)	Department	Controller's Office
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