



# Travel Authorization

**NOTE:**

- The Travel Authorization should be completed prior to making any travel arrangements.
- Attach all related documents and information such as agenda and invitation.
- Email questions and completed form to: [NFFREADMIN@va.gov](mailto:NFFREADMIN@va.gov)

Traveler Name:

Phone:

NFFRE Account:

Employment Status:

Proposed Dates – Departure

Return

Destination Address:

Name and Description of Meeting and Relevance to Research and/or Education. *Include link to meeting information if available.*

Amounts Requested – estimate as needed. The [GSA Per Diem website](#) may be helpful.

Airfare

Lodging

Per Diem

Ground Transportation

Registration

Traveler Signature and Date

PI Signature (if applicable) and Date

Executive Director Approval Signature and Date