



TRAVEL AUTHORIZATION (TA) REQUEST FORM

Submit requests by e-mail to Suksham Barun (SBarun@lbl.gov) as an attachment or print this form and fill-in. Feel free to ask if you have any questions about filling out this form. **Foreign travel** requires 30 days pre-approval.

If you are planning future travel using DOE funds, you are required to seek approval prior to booking. Please click the link below to report your planned travel. You will be notified promptly when approved/denied.

https://docs.google.com/a/lbl.gov/forms/d/e/1FAIpQLSeRbXnlxqNb9Dly9TwhAjT3TDZVr2gfM_BrOit4rTLU5_5Qw/viewform?c=0&w=1

Traveler Name:

Employee or Guest ID#:

Trip Dates:

Please specify dates of personal travel, if applicable:

Business location(s):

Project ID/Activity ID(s):

Have you obtained approval from your Facility Director/Supervisor? Y / N

Trip Description and Benefit to LBNL:

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Full Event Name	Event Role	Event URL

If applicable, provide Title of Presentation:

Trip Itinerary:

Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Number of Personal Days

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Estimated Expenses – Please estimate your travel costs including:

Expense Type:	Estimated Amount:	Need Assistance Booking
Airfare		
Lodging		
M&IE		██████████
Registration Fees		██████████
Ground Transportation		██████████
Rental Car		
Misc. (explain)		██████████
Estimated Cost Covered by Host		██████████

Please use the following links to estimate your meal costs:

http://travel.lbl.gov/reimbursements/reimbursement_perdiem.html

FOREIGN TRAVEL ONLY – For legs of trip

Dates	Business Location	Host Name	Host Phone	Affiliated Institution

Dates	Business Location	Hotel/Accommodations Name	Hotel After-Hours Phone

Will the salary be paid from the same project ID number? Y / N

If not, please provide a salary project ID:

If this request is submitted less than 30 days in advance of your departure date please provide valid justification for late submission:

Are you taking DOE or Lab owned electronic media equipment?

If so, list DOE Equipment ID(s):

Please review the Lab's travel policy: <https://commons.lbl.gov/display/rpm2/Travel+Policy>