



**USAID**  
FROM THE AMERICAN PEOPLE

**REQUEST FOR TRAVEL AUTHORIZATION**

**NAME OF TRAVELER:** \_\_\_\_\_

**DATES OF TRAVEL:** \_\_\_\_\_

**DESTINATION/ITINERARY:**

\_\_\_\_\_

**REASON FOR TRAVEL:**

\_\_\_\_\_

**COST/FUNDING SOURCE:**

\_\_\_\_\_

**APPROVING OFFICIAL:** \_\_\_\_\_

**OFFICIAL ACTING IN YOUR ABSENCE:**

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REASON FOR DISAPPROVAL:**

\_\_\_\_\_

\_\_\_\_\_