



April 2, 2009

**Instructions For Completing  
The Request and Authorization for Out-Of-Area Travel Form**

A copy of the form is located on the agency website. It can be printed and filled out by hand, or filled out on the computer with the calculations made for you.

1. Name and date of the request (should be at least 10 days before travel to ensure that your travel request is processed promptly. Checks are only written on Tuesday and Thursday of each week).
2. Fill in purpose of travel attaching proper documentation.
3. Itinerary – fill in starting and ending destination.
4. Estimate the time you will begin your travel and what time you expect to return.
5. Mode of transportation- vehicle, air plane, bus, train or privately owned vehicle. Please note that when using your own vehicle to conduct agency business out of the normal work area requires Prior Approval from the Executive Director.
6. Estimated per Diem Allowance Calculation procedures:
  - a) Find your Meals & Incidental Expense (M&IE) Rate using the Domestic Per Diem Rate Schedule Attachment II.
  - b) Find your M&IE rate break down in the table on Attachment I.
  - c) Using the appropriate M&IE rate, fill out the per diem calculation according to your conference agenda or schedule. On the first day meals included when calculating your per diem depends on the time you expect to begin your travel see Attachment IV. If a meal is provided as indicated on your schedule or agenda do not claim that meal when calculating your per diem. On the last day of travel meals included when calculating your per diem depends on the time you expect to return see Attachment IV.
  - d) An incidental of 1\$ is added to each meal.
  - e) The total of the last column will be your total per diem.
7. Cost estimate is your total estimated per diem plus other expenses you think you will incur such as parking fees, taxi, shuttle, etc.
8. Check yes or no if you would like a travel advance.
9. Submit to appropriate Supervisor and Program Director as required.