



# Travel Authorization Form



|                       |                      |                     |                      |                |                      |
|-----------------------|----------------------|---------------------|----------------------|----------------|----------------------|
| Name                  | <input type="text"/> | Training/Conference | <input type="text"/> | Submitted by   | <input type="text"/> |
| Department & position | <input type="text"/> | Location of Travel  | <input type="text"/> | Date submitted | 4/8/2026             |
| Time Period           | 1/0/00               |                     |                      | Athorized by   | <input type="text"/> |

Explain why you would like to attend:

| If traveling outside of Alaska |   | GSA Rate:         |               | GSA:           |             | GSA:                       |                    |             |  |
|--------------------------------|---|-------------------|---------------|----------------|-------------|----------------------------|--------------------|-------------|--|
| Date                           | Description Day (Travel or Training/Conference) | Breakfast AK=\$30 | Lunch AK=\$34 | Dinner AK=\$50 | Total       | Anticiapted Overtime Hours |                    |             |  |
|                                |   |                   |               |                | \$0.00      | 0.00                       | Registration Fees  | 0.00        |  |
|                                |   |                   |               |                | \$0.00      | 0.00                       | Airefare/Ferry     | 0.00        |  |
|                                |   |                   |               |                | \$0.00      | 0.00                       | Ground Transport   | 0.00        |  |
|                                |   |                   |               |                | \$0.00      | 0.00                       | Accomdatons        | 0.00        |  |
|                                |   |                   |               |                | \$0.00      | 0.00                       | Meals Per Diem     | 0.00        |  |
|                                |   |                   |               |                | \$0.00      | 0.00                       | <b>Grand Total</b> | <b>0.00</b> |  |
|                                |   |                   |               |                | \$0.00      | 0.00                       |                    |             |  |
|                                |   |                   |               |                | \$0.00      | 0.00                       |                    |             |  |
| <b>Total</b>                   |   |                   |               |                | <b>0.00</b> | <b>0.00</b>                |                    |             |  |

Airfare/Ferry (round trip)

| Name of Company | Cost   |
|-----------------|--------|
|                 |        |
|                 |        |
|                 |        |
|                 |        |
| <b>Total</b>    | \$0.00 |

Accomdatons

| Name of Company | Cost   |
|-----------------|--------|
|                 |        |
|                 |        |
|                 |        |
|                 |        |
| <b>Total</b>    | \$0.00 |

Registration for Conference/Trainaing

| Name of Session/training/conference | Cost   |
|-------------------------------------|--------|
|                                     |        |
|                                     |        |
|                                     |        |
| <b>Total</b>                        | \$0.00 |

Ground transportation (Milage reimbursment \$0.70 per mile)

| Name of Company / approx. miles | Cost   |
|---------------------------------|--------|
|                                 |        |
|                                 |        |
|                                 |        |
| <b>Total</b>                    | \$0.00 |

Are there scholarship oppertunites for this training/conference?

|  |                      |
|--|----------------------|
| If yes, how much and when is the form due? | <input type="text"/> |
|--|----------------------|

|  |                      |
|--|----------------------|
| Will your travel deviate from this plan for personal purposes? | <input type="text"/> |
|--|----------------------|