**Travel Request Form for Travel Outside Originating County**

*This form should be completed prior to making travel arrangements.*

**Name:** Click here to enter text.

**Title:** Click here to enter text.

**Grant:** Click here to enter text.

|  |  |  |
| --- | --- | --- |
| **Purpose:** | | |
| Click here to enter text. | | |
| **Location** | **Start Date/Time** | **End Date/Time** |
| Click here to enter text. |  | Click here to enter text. |

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| --- | --- | --- | --- |
| **Trip Type** | | **Travel Type** | |
| Conference | Meeting | Rental Car | Personal Car |
| Training | Presentation |  |  |
| Child Visit | Other, please explain: Grant-related travel |
| **Lodging** | | | |
| Lodging is reimbursed for overnight trips of more than 50 miles from the traveler’s CASA office and/or more than 50 miles from their residence. The traveler will request GSA rates when selecting lodging. | | | |
| Lodging: List name of lodging, number of nights and total cost | | | |
| Travel type will be selected to ensure the least expensive, most appropriate transportation is used dependent on distance to visit child and available local resources, e.g. rental car availability. The traveler shall be reimbursed for the cost of renting a vehicle to conduct a child visit. Vehicle size shall be appropriate for the number of travelers. When arranging travel, the costs of a rental car versus the use of a personal vehicle should be compared to determine the most economical option. | | | |

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| **Notes:** |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee or Volunteer Signature Date

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Supervisor Signature Date