



# TRAVEL AUTHORIZATION FORM

*Required for all travel beyond the Local Vicinity Area that will incur a cost or reimbursement.*

*Form must be submitted to the Procurement Office **prior** to travel.*

College of Eastern Idaho · Procurement Office · 1600 S 25<sup>th</sup> E · Idaho Falls, ID 83404 · 208.535.5339

<b>Date of Request</b>

**Please type or print clearly and complete all field**

<b>Traveler</b>		<b>Department</b>	
<b>Destination</b>		<b>G/L Account</b>	
<b>Purpose/Type of Training</b>			
<b>Departure</b>		<b>Return</b>	
<b>Date:</b> _____	<b>Date:</b> _____	<input type="checkbox"/> College Car <input type="checkbox"/> Airline	
<b>Time:</b> _____	<b>Time:</b> _____	<input type="checkbox"/> Personal Car <input type="checkbox"/> Other: _____	

Estimated Total Cost of Travel
Registration: \$ _____
<b>Transportation</b>
Mileage: _____ Miles
Vehicle Reimbursement (If Applicable) : \$ _____
Car Rental: \$ _____
Airfare: \$ _____
Taxi/Shuttle: \$ _____
<b>Meals</b>
Total Meals: \$ _____
<b>Lodging</b>
Hotel: \$ _____
Hotel Name: _____
_____
<b>TOTAL: \$</b> _____

Meal Allowance Breakdown				
	Breakfast	Lunch	Dinner	Full Day
<b>Standard Rate*</b>	\$ 13.60	\$ 20.40	\$ 34.00	\$ 68.00
<b>Boise</b>	\$ 17.20	\$ 25.80	\$ 43.00	\$ 86.00
<b>Sun Valley</b>	\$ 16.00	\$ 24.00	\$ 40.00	\$ 80.00
<b>Coeur d'Alene</b>	\$ 14.80	\$ 22.20	\$ 37.00	\$ 74.00
<b>Breakfast:</b> Departure 7:00 AM or before. Return 8:00 AM or after. <b>Lunch:</b> Departure 11:00 AM or before. Return 2:00 PM or after. <b>Dinner:</b> Departure 5:00 PM or before. Return 7:00 PM or after.				

\*Standard rate applies to all other Idaho cities that are not listed

Other locations visit: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

**Additional Information and Explanations:**

\_\_\_\_\_

\_\_\_\_\_

**Attach supporting documents showing how totals were estimated**

(Ex. Conference agenda, Lodging Confirmation, Registration, Airline Itinerary, etc.)

Supervisor Approval
<b>Signature:</b> _____ <b>Date:</b> _____

Requested By:
<b>Name:</b> _____ <b>Date:</b> _____