



TRAVEL AUTHORIZATION

WHITE HOUSE OFFICE

NUMBER: _____

DATE OF REQUEST: _____

Please Print

Last Name		First Name			
Extension:	Room:	☐ White House Staff ☐ Advance ☐ Other: _____			
2. PURPOSE(s) _____ _____ _____ _____		EVENT DATE(s) _____ _____ _____ _____			
3. ITINERARY (List all cities including those through which flights are routed): Origin: _____ Destination: _____ Return to: _____					
4. DEPARTURE		RETURN			
Date:	Time:	Mode:	Date:	Time:	Mode:
5. FUNDING SOURCE: ☐ Official ☐ Political ☐ 501 (c)(3) ☐ Other: _____ <i>Note: For travel funded by political, 501(c)(3) or other sources, an approved "Travel Expenses From Outside Source" form must be attached.</i>					
Please Read Instructions Regarding Travel Expenses on Reverse side of this Form					
6. SPECIAL EXPENSES ☐ Mini-Van Rental ☐ Privately Owned Vehicle ☐ Standard Vehicle Rental					
Hotel: _____					
Per Diem: _____			Air Fare: _____		
7. TRAVELER'S SIGNATURE (I have read and agree to the terms set forth on the reverse side)			8. FORM COMPLETED BY: <i>please print</i>		
9. APPROVING SIGNATURES:					
Office Head: _____			Political Travel Approval (for political travel only): _____		
Chief of Staff / Designee: _____					
10. FOR ADMINISTRATIVE OFFICE USE ONLY:					
OFFICE CODE:	TOTAL OBLIGATED COST:	TRIP CODE:	AIRFARE:		

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**This Approval Subject To All Applicable Government Laws and Regulations
As Well As The Following Administrative Travel Policies**

- 1** Government paid tickets shall be used for official trips only (i.e., no political or personal travel). The entire cost of any government-issued tickets that are used for unofficial travel will be considered a personal travel expense and collected from the traveler.
- 2** Travel vouchers should be submitted to the White House Administrative Office within 5 days of the completion of travel.
- 3** To obtain reimbursement, receipts are required for all expenditures except for mileage when a personal vehicle is used, and for taxi fares under \$75.