



Pre-Travel Authorization/Approval Form

This form must be submitted at least **three weeks prior** to making travel arrangements. This form does not guarantee travel reimbursements. Please attach documentation for the event.

1. Travel Information

Today's Date _____

Traveler's Name _____

Event Name: _____

City _____ State _____ Country _____

Purpose (How does this trip benefit the mission of the Village of Bayside?)

Travel Start date _____

Travel End Date _____

2. Trip Related Expenses

	Estimated Expenses	Actual Expenses (Complete Upon Return)
Airfare	_____	_____
Registration	_____	_____
Hotel	_____	_____
Meals	_____	_____
Ground Transportation	_____	_____
Other	_____	_____
Total Amount	_____	_____

3. Signatures (Please print this form, sign it, and then obtain the appropriate signatures)

Employee Date

Director of Finance and Administration Date

Supervisor Date

Village Manager Date

Department Head Date