# Department of Military and

**Veterans’ Affairs**

**1**

Address: **2**

**3**

TO: Torrence W. Saxe, Commissioner DATE: **7**

PH: **4**

Fax: **5**

FROM: **6**

TEL: **8**

SUBJECT:

Request for In-State Travel not on Approved Travel Spend Plan

Name of Traveler(s): 9

Destination: 10

Essential Purpose:

12

Travel Dates: 11

Justification for Multiple Travelers, N/A for Single Traveler:

13

What is the Immediate Operational Impact if Travel is Denied?

14

Funding Source (please indicate amounts): Gen Fund:

**15** Fed Rcpts: **16**

Other: **17**

Total Estimated Funding: $ 0

Transportation: **18**

Per Diem: **19**

Lodging:

**20** Other: **21**

Department Approval:

Approved Denied

Total Estimated Expenses: $ 0

Torrence W. Saxe, Commissioner Date

Instructions for Fillable PDF – “Request for In-State Travel not approved Travel Spend Plan” page 2 of 2

1. Enter your Division name here.
2. Enter your main office mailing address.
3. Enter your main office City, State, Zip.
4. Enter your main office phone number.
5. Enter your main office fax number.
6. Enter the full name of the Requestor of this approval.
7. Enter the date of the Request.
8. Enter the Requestor’s direct contact phone number.
9. Enter the full name of the traveler(s) here.
10. Enter the travel destination here.
11. Enter expected date range of travel, date travel begins through date travel ends.
12. Enter a full description of the essential purpose of this travel.
13. Enter the justification for this travel if there are multiple travelers included, not applicable if only single (1) traveler.
14. Enter the specified immediate operational impact if travel is denied.
15. Enter dollar amount of funds sourced by General Funds.
16. Enter the dollar amount of funds sourced by Federal Receipts.
17. Enter the dollar amount of fund sourced by Other resources.
18. Enter the transportation expense(s) expected as applicable, airfare, taxi/uber, and/or personal vehicle mileage (note-this does not include STO fees).
19. Enter traveler’s per diem as applicable.
20. Enter traveler’s lodging expense if applicable.
21. Enter any other expenses not included in the entries above, such as: STO fees, hotel fees, or miscellaneous expenses incurred that relate to this travel.