

P.O. Box 2 Green Bank, WV 24944-0002 304.456.2011	NATIONAL RADIO ASTRONOMY OBSERVATORY Associated Universities, Inc  TRAVEL AUTHORIZATION FORM	Date Received by Reservationist:
520 Edgemont Road Charlottesville, VA 22903-2475 434.296.0211		Date Prepared:
P.O. Box O Socorro, NM 87801-0387 505.835.7000		Account to be charged: (Required)
949 N Cherry Avenue Campus Building #65 Tucson, AZ 85721-0655 520.882.8250		Employee Number: (Required)

Name of Traveler	NRAO Telephone Number
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Itinerary: *(Include personal travel associated with this trip)*

Purpose of Trip: *(Be concise concerning activities planned and their relationship to approved programs or objectives.)*

<i>Period of Business Travel</i>	Begin on or About:	End On or About:	<i>Period of Vacation Travel</i>	Begin on or About:	End on or About:
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TRAVEL CONCERNS:	AUTHORIZATION FOR:
<input type="checkbox"/> Observatory Business <input type="checkbox"/> Seminar or Training <input type="checkbox"/> Moving <input type="checkbox"/> Personnel Interview <input type="checkbox"/> Scientific or Professional Meeting <input type="checkbox"/> Observing Run / Data Reduction <input type="checkbox"/> International Travel (see Note 1) <input type="checkbox"/> High Altitude Physical	<input type="checkbox"/> Use of Private Automobile - Observatory's convenience <input type="checkbox"/> Use of Private Automobile - Employee's convenience <input type="checkbox"/> Use of Rental Car (compact) <input type="checkbox"/> Use of Commercial Flight <input type="checkbox"/> Other:

Note 1. a. International Travel (outside the 50 states, Puerto Rico, the U.S. Possessions, Canada, and Mexico). b. All international travel must be approved by the Director. c. Attach separate written justification for international travel.	Note 2. Does Traveler have a cash or transportation advance outstanding, or balance due AUI? (If answer is "Yes", authorization must be signed by an Assistant Director.) <input type="checkbox"/> Yes <input type="checkbox"/> No
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TRAVEL ADVANCE REQUEST	SIGNATURES
A cash advance of \$ _____ is required by _____ <i>(one week in advance of travel.)</i>	Traveler
If advance is required earlier give explanation	Approval (Division Head)
	Approval (Assistant Director)
	Approval (Director)