





Associated Universities Inc. 2650 Park Tower Drive, Suite 700 Vienna, VA 22108 202-462-1676	   	Date Prepared:								
National Radio Astronomy Observatory 520 Edgemont Road Charlottesville, VA 22903-2475 434.296.0211		Project# to be charged: (Required)								
Green Bank Observatory 155 Observatory Road Green Bank, WV 24944-0002 304.456.2011		Org# to be charged: (Required)								
National Radio Astronomy Observatory 1003 Lopezville Road Socorro, NM 87801-0387 505.835.7000		Account# to be charged: (Required)								
Av. Alonso de Cordova 2860 Of.702 Vitacura,Santiago, Chile 7630440 +56(2)2210-9600										
TRAVEL AUTHORIZATION FORM										
Name of Traveler		Traveler's phone number								
Itinerary: <i>(Include <u>personal travel</u> associated with this trip)</i>										
Purpose of Trip: <i>(Be concise concerning activities planned and their relationship to approved programs or objectives.)</i>										
Period of Business Travel	Begin on or About:	End On or About:								
Period of Vacation Travel	Begin on or About:	End on or About:								
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 <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 (intermediate, compact, or economy) <input type="checkbox"/> Use of Commercial Flight <input type="checkbox"/> Conference Dependent Care <input type="checkbox"/> Other: <div></div>								
<table border="1"> <tr> <th>TRAVEL ADVANCE REQUEST</th> <th>SIGNATURES</th> </tr> <tr> <td rowspan="2">A cash advance of \$ _____ is required by _____ <i>(one week in advance of travel.)</i></td> <td>Traveler</td> </tr> <tr> <td>Approval (Supervisor/Division Head)</td> </tr> <tr> <td rowspan="2">If advance is required earlier give expansion</td> <td>Approval (Assistant Director)</td> </tr> <tr> <td>Approval (Director)</td> </tr> </table>			TRAVEL ADVANCE REQUEST	SIGNATURES	A cash advance of \$ _____ is required by _____ <i>(one week in advance of travel.)</i>	Traveler	Approval (Supervisor/Division Head)	If advance is required earlier give expansion	Approval (Assistant Director)	Approval (Director)
TRAVEL ADVANCE REQUEST	SIGNATURES									
A cash advance of \$ _____ is required by _____ <i>(one week in advance of travel.)</i>	Traveler									
	Approval (Supervisor/Division Head)									
If advance is required earlier give expansion	Approval (Assistant Director)									
	Approval (Director)									