Associated Universities Inc.
2650 Park Tower Drive, Suite 700
Vienna, VA 22108
202-462-1676

National Radio Astronomy Observatory
520 Edgemont Road
Charlottesville, VA 22903-2475
434.296.0211

Green Bank Observatory
155 Observatory Road
Green Bank, WV 24944-0002
304.456.2011

National Radio Astronomy Observatory
1003 Lopezville Road
Socorro, NM 87801-0387
505.835.7000

Av. Alonso de Cordova 2860 Of.702
Vitacura,Santiago, Chile 7630440
+56(2)2210-9600

TRAVEL AUTHORIZATION FORM

Date Prepared:

Project# to be charged: *(Required)*

Org# to be charged: *(Required)*

Account# to be charged: *(Required)*

Name of Traveler	Traveler's phone number

Itinerary: *(Include <u>personal travel</u> associated with this trip)*

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

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:

- ☐ Observatory Business
- ☐ Seminar or Training
- ☐ Moving
- ☐ Personnel Interview
- ☐ Scientific or Professional Meeting
- ☐ Observing Run / Data Reduction
- ☐ International Travel
- ☐ High Altitude Physical

AUTHORIZATION FOR:

- ☐ Use of Private Automobile - Observatory's convenience
- ☐ Use of Private Automobile - Employee's convenience
- ☐ Use of Rental Car (intermediate, compact, or economy)
- ☐ Use of Commercial Flight
- ☐ Conference Dependent Care
- ☐ Other: _____

TRAVEL ADVANCE REQUEST

A cash advance of $ _____ is required

by _____ *(one week in advance of travel.)*

If advance is required earlier give expanation

SIGNATURES

Traveler

Approval (Supervisor/Division Head)

Approval (Assistant Director)

Approval (Director)

Rev 12/31/13