

Confirmation of Request for Travel Authorization

Date:

To:

From:

This is to confirm that your request for travel authorization has been received and is currently being processed. Please review the information below:

Name of Traveler	<input type="text"/>
Employee/ID Number	<input type="text"/>
Department	<input type="text"/>
Destination	<input type="text"/>
Purpose of Travel	<input type="text"/>
Dates of Travel	<input type="text"/>

If any of the above information is incorrect, please notify the administration office immediately. You will receive another notification once your travel authorization has been approved.

Authorized by:

Signature: _____

Date: