

# 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: