

# Notice of Action on Travel Authorization Request

Date: \_\_\_\_\_

To: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

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## Request Information

Travel Destination: \_\_\_\_\_

Proposed Travel Dates: \_\_\_\_\_

Purpose of Travel:

## Action Taken

- ☐ Approved
- ☐ Denied
- ☐ Returned for Revision

Comments:

Processed by: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_