

# Trip Authorization Sheet

Employee Name:	<input type="text"/>
Department:	<input type="text"/>
Destination:	<input type="text"/>
Purpose of Trip:	<input type="text"/>
Date of Departure:	<input type="text"/>
Date of Return:	<input type="text"/>
Mode of Transportation:	<input type="text"/>

Employee Signature:	_____	Date:	<input type="text"/>
Supervisor Approval:	_____	Date:	<input type="text"/>
Department Head Approval:	_____	Date:	<input type="text"/>