

## *EOTA - Business Form*

	<p><i>Document Title:</i> <b>EOTA Pre-Travel Authorization Form</b></p> <hr/> <p><i>Document Number:</i> <b>ADMF-007 Rev. 11_0221</b></p>
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<p><i>Parent Document:</i> <b>ADMP-004, Travel Process</b></p>	<p><i>Notify of Changes:</i> <b>ADM MGT</b></p>
<p><i>Referenced Documents:</i> <b>N/A</b></p>	

**Revision History:**

Rev.	Description of Change
A	Initial Release.
08_0314	Changed name to EOTA Pre-Travel..., added area to identify if a detailed trip report is required, moved FMT signature block.
08_0523	Changed form to mirror the Prime Contractor form as all information is necessary for all authorized travel.
08_0606	Added Company Name to form. Merged cells to reveal required text for Yes/No approval.
08_1104	Form modified to be more generic for use by prime and sub contractors when travel is required. Changed document Owner.
11_0105	Added a refundable/non-refundable approval
11_0221	Deleted extraneous redundant areas and updated chart.



*EOTA Pre-Travel Authorization Form*

TRAVELER: \_\_\_\_\_  
 PURPOSE OF TRIP: \_\_\_\_\_

Project/task/subtask#: \_\_\_\_\_

Company Name: \_\_\_\_\_

LOCATION		CARRIER	DATE
FROM	TO		

HOTEL NAME / PHONE / DATES / ATTACH SUPPORT DOCUMENTS (i.e. CONFIRMATION NUMBER):	CAR RENTAL AGENCY / LOCATION / DATES / ATTACH SUPPORT DOCUMENTS:
DETAILS:	DETAILS:

COST DATA			APPROVALS	
EXPENSES	ESTIMATED COST	CASH REQUIRED	Program MANAGER:	
REFUNDABLE FARE			Federal Management Team Representative:	
NONREFUNDABLE FARE			NONREFUNDABLE FARE	APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>
LODGING				
CAR RENTAL				
PERSONAL AUTO				
GASOLINE ESTIMATE				
MISC.				
PER DIEM _____ DAYS @ \$ _____ /DAY			TRAVELER'S SIGNATURE: _____ DATE: _____	
TOTAL				