

BOARD MEMBER TRAVEL AUTHORIZATION REQUEST

TRAVELER INFORMATION

Traveler Name: * **Employee ID: ***

Destination of Trip: *

Subject of Trip: *

Description of Trip: *

Departure Date: * **Return Date: ***

Is this trip outside of California? Yes **BMTA #:**

Board Meeting Date:

ACCOUNTING CODES

	Registration (7657)	Mileage (7656)	Travel (7655)
Budget FY:	<input type="text" value="2018"/>	<input type="text" value="2018"/>	<input type="text" value="2018"/>
Org Key:	<input type="text"/>	<input type="text"/>	<input type="text" value="0017"/>
Job Key:	<input type="text"/>	<input type="text"/>	<input type="text" value="M0201"/>
JL:	<input type="text"/>	<input type="text"/>	<input type="text" value="B4B"/>

ESTIMATED EXPENDITURES

APPROVAL

<p style="text-align: center;">ITEMS COST</p> <p>Registration: \$ 0.00</p> <p>Air Travel: \$ 700.00</p> <p>Auto Rental: \$ 0.00</p> <p>Hotel Accomodations: \$ 846.00</p> <p>Meals: \$ 316.00</p> <p>Mileage: \$ 0.00</p> <p>Misc: \$ 270.00</p> <p>Total Estimated Trip Cost: \$ 2,132.00</p>	<p>Outcome: <input type="radio"/> Approved <input type="radio"/> Rejected</p> <p>Board Date Approved: <input type="text"/></p> <p>Comments: <input style="width: 100%; height: 100px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="SAVE AND SUBMIT"/> <input type="button" value="CANCEL"/> </p>
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