

## Travel Authorization Form

This authorizes travel for the following Albin Engineering employee. Reasonable travel expenses (airfare, rental car, hotel, food, parking, etc.) will be reimbursed at actual cost. These charges are to be submitted by invoice to the appropriate client for reimbursement.

Albin Engineering Employee: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Travel to: \_\_\_\_\_

\_\_\_\_\_

Reason for Travel: \_\_\_\_\_

Special travel arrangements authorized: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date