|  |  |
| --- | --- |
|  | Travel Authorization Request |
| Travel Authorization Number # TA – 00 Please use this number as reference when preparing Travel Voucher |

|  |  |
| --- | --- |
| Trip Information | |
| Trip name |  |
| Trip purpose |  |
| Budget Line Item |  |
| Budget Estimate (ceiling) |  |
| Destination(s) |  |
| Departure date |  |
| Return date |  |
| Projected transportation cost (air/rail/car) |  |
| Projected accommodation cost |  |
| Projected ground transportation cost |  |
| Projected meals cost |  |
| Projected meeting registration |  |
| Projected other miscellaneous costs |  |
| **Estimated total cost** |  |

**Notes:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Submitted by** |  | **Date** |
|  |  |  |
| **Approved by** |  | **Date** |
|  |  |  |
| **Approved by** |  | **Date** |

**EVALUATION OF REQUESTED TRAVEL**

|  |  |
| --- | --- |
| **Name of Trip** |  |
| **Purpose** |  |
| **Location of trip/Name of meeting** |  |
| **Travel and Associated Costs (Ceiling)** |  |
| **Background – Provide a clear rationale for participation** |  |
| **Value exchange to INCOSE in cash or in kind** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Travel supports Goal/Principle** | **Impact** | **Partnership** | **Holism** | **Differentiation** | **Volunteer** |
| **Growth** |  |  |  |  |  |
| **Alliances** |  |  |  |  |  |
| **Education** |  |  |  |  |  |
| **Products** |  |  |  |  |  |
| **Forums** |  |  |  |  |  |
| **Competency** |  |  |  |  |  |
| **Transformation** |  |  |  |  |  |