

TASFAA Event Transportation Authorization

Pursuant to Transportation Policy (6.4.1.2) - Must be completed 45 days prior to travel

Traveler Information:

Name: _____ Email: _____

Committee: _____ Phone: _____

Purpose of Travel:

Destination: _____ Dates: From _____ To _____

Distance (round trip): _____

Cost Comparison (*Attach Travel Worksheet and Documentation*):

Note: Reimbursement for transportation that is not the most economical means requires prior written approval from the TASFAA President.

Total Estimated Air Travel Cost: _____

Total Estimated Rental Vehicle Cost: _____

Total Estimated Personal Vehicle Cost: _____

Justification:

Please explain the requested mode of transportation and explain why it is the most feasible mode for this travel or other extenuating circumstances:

President Authorization:

Approved: Requested mode of transportation is approved.

Not Approved: Reimbursement will be limited to the most economical method on the TASFAA Event Travel Worksheet.

Name: _____

Signature: _____ Date: _____