



SEE/ESP Program

8403 Colesville Road, Suite 200 • Silver Spring, Maryland 20910

Senior Environmental Employment (SEE) Program

Natural Resources Conservation Services

Forest Service

National Park Service

Fish & Wildlife Service

Travel Authorization

Enrollee: _____ Date: _____

Home Email: _____ H Phone: _____ Cell: _____

Work Email: _____ W Phone: _____ W Fax: _____

Agreement #: _____ Work Site: _____ Office: _____

Travel To: _____

Departure Date (M|D|Y) _____ Return Date (M|D|Y) _____

Reason for travel: _____

Expenses	Amount
Hotel	
Per Diem (click to access GSA rates)	
Taxi	
Car Rental	
Parking	
Transportation (Air, Rail, Mileage) Government Vehicle Available: Yes No	
Other (detail on page 2)	\$
Total Estimated Travel Costs	
Travel Advance Requested	

Signature of Enrollee

Date

Monitor/Coordinator:	The Center for Workforce Inclusion Approving Official:
Name	Name
Title	Title
Date	Date

Please complete, scan and email back to your Field Operations Officer

NOTE: All travel for Enrollees must be properly authorized as outlined in the Travel Policy. Only after this form has been approved by both the agency and the Center for Workforce Inclusion will you be permitted to make reservations and incur appropriate expenses. This **Travel Authorization** must be attached to the **Travel Expense Report** you submit after your trip is completed.

