

SEE/ESP Program

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

Travel Authorization

Senior Environmental Employment (SEE) Program

Natural Resources Conservation Services

Forest Service

National Park Service

Fish & Wildlife Service

	11410171411101124		
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 Inclu	sion 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.

Travel Authorization

Date Other Expenses Estimated Cos M D Provide detail of other expenses
M D Provide detail of other expenses

Calculation of allowable per diem reimbursement for travel days (See Travel Policies and Procedures):

Total other expenses - automatically carried to "Other" on page 1

The full GSA Schedule is posted by location at http://www.gsa.gov/portal/category/21287

	The Center's Travel Agency: Metropolitan Travel Services, Inc. (MTS)	
Telephone:	1 (800) 662 - 6363 (toll-free) (703) 941 - 8186	Fax: 1 (703) 941 - 7022
Office Hours:	9:00 am to 5:00 pm	Monday - Friday
After Hours Emergency Number	: 1 (800) 366 - 2100	(do not use to reconfirm flights)