



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
2/18/00**

**REVISION
5**

**PAGE
B2-150.0**

SUBJECT

TRAVEL

SUB-TOPIC

TRAVEL AUTHORIZATION FORM

The Travel Authorization form (see Exhibit B1) must be submitted and approved prior to the time travel is to actually commence.

NOTE: See pages 2 and 3 of Exhibit B1 for instructions on completing and submitting this form.