CITY OF GIG HARBOR
Training & Travel Authorization Form

Please submit all training and travel request forms to your supervisor for review and approval, then to your DEPARTMENT DIRECTOR for final approval. All overnight training **_must_** be pre-approved by the City Administrator. Please refer to the City's *Travel Policy* for meal and mileage allowances. Once the request form is signed by the department director, it is the responsibility of the department director to return the signed training and travel request form to the employee and post the out-of-office or leave to the leave calendar if applicable.

Employee must submit signed Travel Authorization Form, Travel Voucher and registration details when reimbursement request is submitted.

Training and/or travel will not be considered approved until the form has been completed.

Travel Request Information

Employee Name		Date	

Training/Conference/Event Title (Attach Agenda)	Advised to retain what certification?	CEU's Offered

Travel Beginning	☐ AM ☐ PM	(Month, Day, Year)	Total Hours Requested
Travel Ending	☐ AM ☐ PM	(Month, Day, Year)	

Select **Travel** Type (check box):
☐ In State Travel
☐ Out of State Travel

Select **Event** Type (check box):
☐ One-day Event   ☐ Multi-day Event
☐ Overnight Event (Must be preapproved by City Administrator)

Destination	Purpose

Explain how the event will benefit your department and the City

Estimated Total Travel Cost

Registration	$
Airfare	$
Lodging	$
Mileage	$
Meals	$
Misc. Transport	$
Other:	$
TOTAL	$

_____   _____
Employee Signature   Date

Authorizations

☐ Approved
_____ ☐ Denied   _____
Supervisor Signature   Date

☐ Approved
_____ ☐ Denied   _____
Department Director Signature   Date

Authorization for Overnight Travel – Requires Approval from City Administrator

☐ Approved
_____ ☐ Denied   _____
City Administrator Signature   Date

Cc: Human Resources   Revised: 04/2023 sc