

**Attachment 1: New York Wing - Staff Travel Authorization Request**

Complete all sections and email through your chain of command at least 14 business days prior to departure. Completed forms will be sent to the NYWG Chief of Staff.

Name and Grade:		Date:	
CAP ID:		Assignment:	
Travel location:		Registration Cost:	
Total number days of trip (include travel days):			
Departure date:			
Departing from:			
Method of travel:		Estimated Travel Cost:	
<a href="#">Click here</a> or enter link (http://www.gsa.gov/portal/category/100120) for GSA per diem rates for destination.			
Enter rate for lodging:		Enter rate for meals:	
Name of lodging:		Number of nights of lodging:	
Point of contact:		Phone number:	
Purpose and justification:			
Chief of Staff Approval:		Date:	
Finance Officer Approval:		Are funds available? Yes <input type="checkbox"/> No <input type="checkbox"/>	Account:
Finance Committee Approval:		Date:	
Wing Commander Approval		Date:	
Please attach itinerary and any other pertinent documents			

**NYWForm-173-T**

Supersedes: All previous versions as of July 2020  
 Distribution: NYW Website

OPR:FM  
 Approved by NYWG/CC