## New York Wing CAP

**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.

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| --- | --- | --- |
| 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: | |
| Click here or enter link [(http://www.gsa.gov/portal/category/100120)](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 ☐ No☐ | Account: |
| Finance Committee Approval: | Date: | |
| Wing Commander Approval | Date: | |
| Please attach itinerary and any other pertinent documents | | |

# Supersedes: All previous versions as of May 2019 OPR:FM

Distribution: NYWG Website Approved by NYWG/CC