



Senior Service America, Inc. (SSAI)
 8403 Colesville Road, Suite 1200 • Silver Spring, Maryland 20910-3314
Senior Environmental Employment Program



Travel Authorization

Enrollee: _____ **Date:** _____

Dept.: _____ **Region:** _____ **CQ #:** _____

Travel To: _____ **Phone No:** _____

Departure Date: _____ **Return Date:** _____

Address: _____ **Enrollee Fax #:** _____

Enrollee Phone #: _____ **Reason for travel (explain fully):** _____

Expenses	Amount
Hotel	\$
Per Diem	
Taxi	
Car Rental	
Parking	
Transportation (Air, Rail, Mileage)	
Other (explain on back of form)	\$
Total Estimated Travel Costs	\$
Travel Advance Requested	

 Signature of SEE Enrollee

 Date

EPA Approving Official:	SSAI Approving Official:
Name	Name
Title	Title
Date	Date

NOTE: All travel for enrollees must be properly authorized as outlined in the SSAI Travel Policy. You will not be permitted to travel, nor will the travel agency issue a ticket without proper authorization (via the travel authorization form). This authorization must be attached to your expense report when submitted.