

Georgia Wing Civil Air Patrol Travel Authorization

Complete all sections and email through your chain of command to your director for approval at least 15 workdays prior to departure. Directors will approve and forward to WA, and to the requester.

1. Name:	
2. Departure date (on or about):	
3. Departing from (indicate city):	
4. Airport departure location:	
5. Corporate vehicle available:	yes <input type="checkbox"/> no <input type="checkbox"/>
6. Total number days of trip (including travel days):	
7. City and state visiting:	
Note: Please list multiple cities, specifying number of nights lodging in each location, in Remarks section.	
8. Purpose of travel:	
9. Travel	Conference / Meeting:
10. Check box to request rental car: <input type="checkbox"/>	
11. Check box to request high-speed internet access: <input type="checkbox"/>	
12. If commercial air, enter transportation	\$
Will the ticket be purchased 3 weeks out	<input type="checkbox"/> yes <input type="checkbox"/> no
If no, indicate reason:	
Do you verify that you have compared airline ticket prices? <input type="checkbox"/> yes <input type="checkbox"/> no	
Note: Airfare must be obtained in accordance with CAP's travel policy.	
13. Enter registration fee (if applicable)	and list number of meals included:
14. Authorized lodging rate:	\$
15. Enter <u>actual</u> daily rate (pre-tax) of requested lodging:	\$
Note: If traveling to multiple cities, enter each cities lodging rate in Remarks section.	
16. Check box if actual lodging rate is more than 30% over the GSA rate. Additional lodging rate approval <input type="checkbox"/>	
17. Remarks:	
Individuals who fail to turn in travel vouchers within 20 days after the trip <u>WILL NOT</u> be reimbursed	
16. Director Approval:	
17. Additional Lodging/Airfare Approval:	
18. Wing Administrator:	
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Previous Editions Will Not Be Used	