

**Georgia Department of Human Resources  
INTERSTATE TRAVEL REQUEST**

<b>Date of Request</b>	
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<b>From:</b>	<b>To:</b>	<b>Return To:</b>
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<b>Meeting (if any) to be attended</b>	<b>Type of meeting (Check One)</b>	<b>Affiliation (Check One)</b>
	Convention Professional Meeting Board Meeting Professional Training Other(Specify	Speaker or Presenter National Officer State Officer Board Chair Other r(Specify)

<b>Purpose of Trip (Give Reason to Justify)</b>
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<b>Meeting To Begin</b>				<b>Meeting To End</b>			
<b>Hour</b>	<b>Month</b>	<b>Date</b>	<b>Year</b>	<b>Hour</b>	<b>Month</b>	<b>Date</b>	<b>Year</b>

<b>COST OF THIS PROPOSED TRAVEL WILL BE:</b>	
<b>Common Carrier Round Trip, Tax Free-Plane, Rail, Bus</b>	\$
<b>Other Travel (Specify)</b>	\$
<b>Hotel</b>	\$
<b>Subsistence Costs @ Destination Point</b>	\$
<b>Total Cost Estimate</b>	\$

<b>Signature of Applicant</b>	<b>Typed or Printed Name</b>
	<b>Title</b>
	<b>Organizational Unit</b>
<b>Signature of supervisor (Where Applicable)</b>	X
<b>Signature of Unit Director</b>	X
<b>Signature of Section Director</b>	X
<b>Organization Number</b>	<b>Program Number</b>
	<b>Project Number</b>

**APPROVAL**

<b>Office or Division Director, Acting</b>	X Gregory C. Hoyt
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If travel by private conveyance is requested, attach a comparative statement of costs for both common carrier and the private auto, including additional subsistence in route as to whether or not the method of transportation will be advantageous to the State.

**NOTE SUFFICIENT COPIES OF THIS APPROVAL SHOULD BE MADE IN ORDER THAT BOTH THE INDIVIDUALS TRAVEL EXPENSE STATEMENT AND REQUEST FOR AIRLINE TICKET/CAR RENTAL USAGE CARRY THIS AUTHORIZATION WHEN SUBMITTED TO THE OFFICE OF FINANCIAL SERVICES.**