

ARKANSAS AGRICULTURE DEPARTMENT TRAVEL/TRAINING/CONFERENCE AUTHORIZATION REQUEST

A135.300

TYPE OF TRAVEL:	INSTATE (DAY):	OUT-OF-STATE (DAY):
	INSTATE (OVERNIGHT):	OUT-OF-STATE (OVERNIGHT):

NAME:	OFFICIAL TITLE:
AGRICULTURE DIVISION:	OFFICIAL STATION:
DIVISION UNIT:	COST CENTER:

AWARD CHARGED:	WBS ELEMENT:
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DESTINATION:			
PURPOSE OF TRAVEL:			
PROFESSIONAL	TRAINING/SEMINAR	CONFERENCE	LODGING RESERVATIONS REQUESTED FOR TRAINING/SEMINAR
DEPARTURE DATE:		RETURN DATE:	
MODE OF TRAVEL:	COMMON CARRIER	STATE VEHICLE	PRIVATE VEHICLE

ESTIMATED MAXIMUM EXPENSE:	DIRECT PAYMENT TO PROVIDER
TRANSPORTATION:	MISCELLANEOUS ITEMS:
LODGING:	REGISTRATION FEE:
MEALS:	OTHER:

SPECIAL AUTHORIZATION TO EXCEED THE MAXIMUM EXPENSE IS ALLOWED FOR:	
TRANSPORTATION:	JUSTIFICATION:
LODGING:	
MEALS:	

APPROVALS: SUPERVISOR:

EXECUTIVE DIRECTOR:
(OR DESIGNEE)

CONFERENCE & TRAVEL FUND CUSTODIAN USE ONLY FUND AUTHORIZATION (Commitment Item 09)

CONFERENCE	SEMINAR	TRAINING		
DATE:	APPROVED:	YES	NO	AMOUNT:

SIGNATURE: