

# Corporate Travel Authorization Form

## Employee Information

Name

Employee ID

Department

Position/Title

## Meeting Details

Purpose of Travel / Meeting

Meeting Location

Meeting Date(s)

Departure Date

Return Date

## Estimated Travel Expenses

Transportation

Accommodation

Meals

Other

Total Estimated Expenses

### **Additional Information**

Notes / Justification

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Employee Signature & Date

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Supervisor / Manager Signature & Date