



# Brazos Valley Regional Advisory Council

3991 East 29<sup>th</sup> Street

Bryan, TX 77805

## TRAVEL PRE-AUTHORIZATION FORM

All travel, including registration, MUST be pre-approved. The MAXIMUM reimbursement of allowable expenses per member is \$1,000. State mandatory training and/or meetings may exceed the maximum reimbursement cap. Please keep copies of all materials for your records.

<b>Request Date:</b>
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### Traveler Information

Name:	Phone Number:
Agency/Organization:	Email:

### Travel Details

Conference/Event Name:	
Purpose:	
Departure Date:	Return Date:
Charged to: (Identify associated grant or justify trip as relevant to budget)	
Additional Funding: (If any portion is to be reimbursed through an outside source, please explain)	

### Estimated Travel Costs

Lodging:	Food:
Method of Transportation:	Transportation Cost:
Additional Expenses:	<b>Total Costs:</b>

### Approval Signatures

Signature: (Agency Member Representative)	Date:
Signature: (Education chair as required)	Date:
Signature: (BVRAC Officer)	Date:
Signature: (BVRAC Officer or ED)	Date: