



# REQUEST FOR FOREIGN TRAVEL

NOTE: (All of the following items must be completed)

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

1. Employee's Name	Title	Grade
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2.  Routine  Non-Routine  
 (For appropriate approval authorities, please refer to the FHWA Delegations of Authority, FHWA Order M 1100.1A, Chapter 4, paragraph 37.)

3. Give names of other FHWA representatives. (Please Note: Groups of 7 or more from FHWA must be approved by OST with the exception for travel to Canada and Mexico where groups of 10 or more need OST approval.)

4. Name of Conference, Meeting, etc.

5. City	Country	Dates (May be approximate)	
		From	To

6. Purpose:

7. Give estimated Cost and Funding:

COST - Transportation    \$ \_\_\_\_\_                      Per Diem \$ \_\_\_\_\_                      Total \$ \_\_\_\_\_

FUNDING - FHWA (check one)     Yes                       No

Requested By (Routine: Employee's Supervisor) (Non-Routine: Employee's Assoc. Admin., Resource Center Manager, DA, FL Division Engineer)	Date
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Approved	Date
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Disapproved	Date
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