Civil Air Patrol Travel Authorization

Complete all sections and e-mail through your chain of command to Wing Commander for approval at least 14 workdays prior to departure. Commander will approve and forward to FM. FM will return approved travel authorization form to the requestor.

1. Name:
2. Departure date (on or about):
3a. Departing from (indicate city):
3b. Airport departure location:
3c. Corporate vehicle available: ☐ yes ☐ no
4a. Total number days of trip (including travel days): **Note: Please do <u>not</u> include vacation time.**
4b. Vacation in conjunction with travel: ☐ yes (number of days: - list dates under remarks) ☐ no
5. City and state visiting: **Note: Please list multiple cities, specifying number of nights lodging in each location, in Remarks section.**
6. Purpose of travel:
7. Travel account (Wing or Cadet):
8. Travel advance will be requested: ☐ yes ☐ no
9. Check box to request rental car: ☐
10. Check box to request high-speed internet access: ☐
11a. Mode of travel: **11b.** If commercial air, enter transportation cost: $ Will the ticket be purchased 3 weeks out? ☐ yes ☐ no If no, indicate reason: Do you verify that you have compared airline ticket prices? ☐ yes ☐ no **Note: Airfare must be obtained in accordance with CAP's travel policy**.
12. Enter registration fee (if applicable) $ and list number of meals included:
13a. Authorized lodging rate: https://secureapp2.hqda.pentagon.mil/perdiem/ $ **13b**. Enter <u>actual</u> daily rate (pre-tax) of requested lodging: $ **Note: Enter each lodging rate for multiple cities, under Remarks section.** **13c**. Check box if actual lodging rate is over 30% of JFTR rate. Additional lodging rate approval is required. ☐
14. Remarks:

15. Commander Approval:
16. Additional Lodging/Airfare Approval:
17. FM Approval: