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| P.O. Box 2 Green Bank, WV 24944-0002 304.456.2011 | | NATIONAL RADIO ASTRONOMY OBSERVATORY Associated Universities, Inc  TRAVEL AUTHORIZATION FORM | | Date Received by Reservationist: | |
| 520 Edgemont Road Charlottesville, VA 22903-2475 434.296.0211 | | | | Date Prepared: | |
| P.O. Box O Socorro, NM 87801-0387 505.835.7000 | | | | Account to be charged: (Required) | |
| Av. Nueva Costanera 4091, Of. 502 Vitacura 7631097 Santiago, Chile +56(2)2210-9600 | | | | Employee Number: (Required) | |
| Name of Traveler | | | | NRAO Telephone Number | |
| Itinerary: <i>(Include <u>personal travel</u> associated with this trip)</i> | | | | | |
| Purpose of Trip: <i>(Be concise concerning activities planned and their relationship to approved programs or objectives.)</i> | | | | | |
| Period of Business Travel | | Begin on or About: | End On or About: | Period of Vacation Travel | |
| | | | | Begin on or About: | |
| | | | | End on or About: | |
| TRAVEL CONCERNS: | | | AUTHORIZATION FOR: | | |
| <input type="checkbox"/> Observatory Business <input type="checkbox"/> Seminar or Training <input type="checkbox"/> Moving <input type="checkbox"/> Personnel Interview <input type="checkbox"/> Scientific or Professional Meeting <input type="checkbox"/> Observing Run / Data Reduction <input type="checkbox"/> International Travel (see Note 1) <input type="checkbox"/> High Altitude Physical | | | <input type="checkbox"/> Use of Private Automobile - Observatory's convenience <input type="checkbox"/> Use of Private Automobile - Employee's convenience <input type="checkbox"/> Use of Rental Car (compact) <input type="checkbox"/> Use of Commercial Flight <input type="checkbox"/> Other: | | |
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| Note Does Traveler have a cash or transportation advance outstanding, or balance due AUI? (If answer is "Yes", authorization must be signed by an Assistant Director.) <div style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> | | | | | |
| TRAVEL ADVANCE REQUEST | | | SIGNATURES | | |
| A cash advance of \$ _____ is required by _____ <i>(one week in advance of travel.)</i> | | | Traveler | | |
| | | | Approval (Supervisor/Division Head) | | |
| If advance is required earlier give expansion | | | Approval (Assistant Director) | | |
| | | | Approval (Director) | | |