


Associated Universities Inc. 1400 16th Street NW, Suite 730 Washington, DC 20036-2252 202-462-1676	 TRAVEL AUTHORIZATION FORM	Date Received by Reservationist:			
National Radio Astronomy Observatory 520 Edgemont Road Charlottesville, VA 22903-2475 434.296.0211		Date Prepared:			
Green Bank Observatory 155 Observatory Road Green Bank, WV 24944-0002 304.456.2011		Account to be charged: (Required)			
NRAO/Long Baseline Observatory 1003 Lopezville Road Socorro, NM 87801-0387 575.835.7000		Employee Number: (Required)			
Av. Nueva Costanera 4091, Of. 502 Vitacura 7631097 Santiago, Chile +56(2)2210-9600					
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"/>	Use of Private Automobile - Observatory's convenience		
<input type="checkbox"/>	Seminar or Training	<input type="checkbox"/>	Use of Private Automobile - Employee's convenience		
<input type="checkbox"/>	Moving	<input type="checkbox"/>	Use of Rental Car (compact)		
<input type="checkbox"/>	Personnel Interview	<input type="checkbox"/>	Use of Commercial Flight		
<input type="checkbox"/>	Scientific or Professional Meeting	<input type="checkbox"/>	Conference Dependent Care		
<input type="checkbox"/>	Observing Run / Data Reduction	<input type="checkbox"/>	Other _____		
<input type="checkbox"/>	International Travel (see Note 1)				
<input type="checkbox"/>	High Altitude Physical				
			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.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
TRAVEL ADVANCE REQUEST			SIGNATURES		
A cash advance of \$ _____ is required			Traveler		
by _____ <i>(one week in advance of travel.)</i>			Approval (Supervisor/Division Head)		
If advance is required earlier give expansion			Approval (Assistant Director)		
			Approval (Director)		