Associated Universities Inc. 1400 16th Street NW, Suite 730 Washington, DC 20036-2252 202-462-1676

National Radio Astronomy Observatory 520 Edgemont Road Charlottesville, VA 22903-2475 434.296.0211

Green Bank Observatory 155 Observatory Road Green Bank, WV 24944-0002 304.456.2011

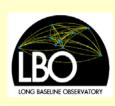
NRAO/Long Baseline Observatory 1003 Lopezville Road Socorro, NM 87801-0387 575.835.7000

Av. Nueva Costanera 4091, Of. 502 Vitacura 7631097 Santiago, Chile +56(2)2210-9600











Date	Prepared:	

Account to be charged: (Required)

Date Received by Reservationist:

Employee Number: (Required)

TRAVEL AUTHORIZATION FORM

Name of Traveler	NRAO Telephone Number

Itinerary: (Include personal travel associated with this trip)

Purpose of Trip: (Be concise concerning activities planned and their relationship to approved programs or objectives.)

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 FO	R:
	Observatory Business			Use of Private Automobile - Obse	ervatory's convenience
Seminar or Training		Use of Private Automobile - Employee's convenience			
Moving				Use of Rental Car (compact)	
Personnel Interview				Use of Commercial Flight	
Scientific or Professional Meeting				Conference Dependent Care	
Observing Run / Data Reduction				Other	
International Travel (see Note 1)					
	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.)					•
				☐ Yes ☐ No	

	☐ Yes ☐ No
TRAVEL ADVANCE REQUEST	SIGNATURES
	Traveler
A cash advance of \$ is required by (one week in advance of travel.)	Approval (Supervisor/Division Head)
If advance is required earlier give expanation	Approval (Assistant Director)
	Approval (Director)