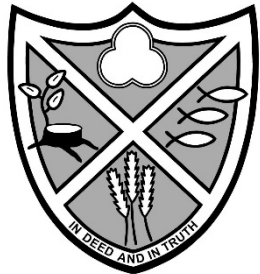


Travel Pre-Approval

Society of St. Andrew

Proposed Dates of Trip			
Destination Location			
Event Title/Trip Name			
Event Website			
Purpose of Attendance/ Participation <i>Speaking opportunities? Display? Workshops?</i>			
Which Staff Member(s) to Attend/Participate			
Why are You/These the Right Staff Person(s) to Attend/Participate?			
Anticipated Number of Attendees:		Anticipated Number of Exhibitors:	
Expected Benefit for SoSA			
Estimated Event Costs			
Registration Fee:		Booth/Exhibition Space Fee:	
Other Event Fees <i>(Amount & Description)</i>			
Estimated Travel Costs			
Air Travel	Dates & Cities:	Cost: <i>*include baggage fees</i>	
Rental Car	Rental Dates:	Cost: <i>*include fuel costs</i>	
Personal Vehicle	Estimated Mileage:	Cost:	
Estimated Tolls & Parking:		Other Travel Expenses:	
Lodging/Proposed Hotel			
# of Rooms:	# of Nights:	Room Rate:	Total Cost:
Meals (estimate)	# Breakfasts (@ \$8)	# Lunches (@ \$14)	# Dinners (@ \$22)
Total Meal Costs:			
Other Expenses <i>(Shipping materials, etc.)</i>			
Total Trip Cost:			
Post-Trip Follow Up <i>How will you see that SoSA's benefit from this event is maximized? How will you follow up with contacts/continue to develop relationships, share learnings, etc.</i>			
Submitted by:	Approval:	Final Approval:	
<i>Staff Member</i>	<i>Immediate Supervisor</i>	<i>Operations Manager or Executive Director</i>	
Date	Date	Date	

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Use this form for overnight travel (Immediate Supervisor to approve) or for travel outside your state or work region (Operations Manager or Executive Director to approve)
All approvals must be received before incurring any expenses on behalf of the organization