## A40-A Travel Authorization Instructions

1. **Agency Name** – Enter the agency name.
2. **Agency Number** – Enter the three-digit agency number.
3. **Employee Telephone Number** – Enter the phone number of the person requesting the travel authorization.
4. **Travel Authorization Number** – Enter the agency assigned number to track travel authorizations.
5. **Travel Authorization Date** – Enter the month and day of the travel authorization request.
6. **Division Or Department** – Enter the name of the division or department within your agency the traveler belongs.
7. **Employee Name And Title** – Enter the traveler’s name and title.
8. **Driver’s License Number** – Leave blank.
9. **State Issuing Driver’s License** – Leave blank.
10. **Purpose Of Trip** – Provide a brief description of the purpose of the trip/business that will be conducted.
11. **Date** – Enter the month and day(s) of travel.
12. **From** – Enter the city where the trip begins.
13. **To** – Enter the destination city.
14. **Mode Code** – Choose the mode code from the options given in the box located to the right of this field.
15. **Subsistence & Lodging Days In-State** – Enter the number of travel days for travel inside Washington State.
16. **Subsistence & Lodging Days Out-Of-State** – Enter the number of travel days for travel outside Washington State.
17. **Estimated Travel Expense** – Enter the estimated dollar amount for subsistence and lodging during the travel period.
18. **Advance Requested** – Enter the dollar amount needed in advance to cover subsistence and lodging during the travel period. Follow agency policy for limitations.
19. **Transportation: Motor Vehicle** – Enter the type of motor vehicle transportation for the trip.
20. **Estimated Miles** – Enter the estimated driven roundtrip mileage for the trip.
21. **Estimated Travel Expense** – Enter the estimated dollar amount for mileage during the travel period.
22. **Other** – Enter the type of transportation used other than motor vehicle, such as train, bus, or ferry.
23. **Mode Code** – Enter the mode code for other (box 22), using the key located next to box 14.
24. **Estimated Travel Expense** – Enter the estimated dollar amount for other transportation during the travel period.
25. **Advance Requested** – Enter the dollar amount needed in advance for other transportation during the travel period. Follow agency policy for limitations.
26. **Requestor’s Signature** – The traveler must sign his/her name.
27. **Date** – Enter the date the traveler signed the travel authorization.
28. **Other Expense** – List any expenses expected to incur during the travel period, such as shuttle, taxi, airplane fare, parking fees, etc.
29. **Estimated Travel Expense** – Enter the estimated dollar amount for other expenses during the travel period.
30. **Advance Requested** – Enter the dollar amount needed in advance for other expenses during the travel period. Follow agency policy for limitations.
31. **Authorizing Signature** – The signature of the person authorized to approve payment of these travel expenses.
32. **Date** – Enter the date the authorizing person signed the travel authorization.
33. **Estimated Travel Expense** – Enter the total estimated dollar amount for all estimated travel expenses during the travel period.
34. **Advance Requested** – Enter the dollar amount needed in advance for other expenses during the travel period. Follow agency policy for limitations.