

## MSY Travel Authorization Form (TAF) and Approval of Travel Expenses

Employee Name & Department : \_\_\_\_\_  
 Travel Destination (City/Hotel) : \_\_\_\_\_  
 Dates of Travel Period : \_\_\_\_\_  
 Business Purpose for Travel : \_\_\_\_\_

### APPROVAL OF TRAVEL REQUEST AND PRE-APPROVAL OF TRAVEL EXPENSES

I believe this travel request is necessary and beneficial to the City of New Orleans - New Orleans Aviation Board. I am approving the total amount of the Travel Authorization based upon the information provided and in compliance with the approved Travel Policy of the City of New Orleans - New Orleans Aviation Board.

\_\_\_\_\_  
 Employee Date Manager Date

\_\_\_\_\_  
 Deputy Director Date Director of Aviation Date

### FUNDING

Department Number : \_\_\_\_\_ Cost Center : \_\_\_\_\_ Project Code : \_\_\_\_\_

PRE-APPROVAL OF TRAVEL EXPENSES					RECONCILIATION		
	Account Number	Method of Payment	Estimated Cost	Advanced Funds	Actual Expenses	Amount Due to Airport	Amount Due to Employee
Registration	5272						
Transportation	5212						
Lodging	5212						
Taxi/Shuttle	5212						
Per Diem	5212						
Other							
Description							
Other							
Description							
Other							
Description							
<b>TOTAL :</b>							

### RECONCILIATION

I hereby certify that the above expenses were incurred by me as a necessary business and/or travel expense in the performance of my duties as an employee of the City of New Orleans - New Orleans Aviation Board. If the advanced funds exceed the amount of the Travel Authorization, the excess must be returned within five (5) working days of my return. If I am unable to repay the excess it will be deducted from my paycheck or I will be billed for the excess amount.

\_\_\_\_\_  
 Employee Date

I recommend the reconciliation of the expenses be approved.

\_\_\_\_\_  
 Deputy Director Date Deputy Director - CFO Date

<b>Attachments</b> <input type="checkbox"/> Airfare Quotes (Required) <input type="checkbox"/> Conference/session agendas with registration forms (Required) <input type="checkbox"/> Explanations for amounts due to Airport/Employee after return from trip	<b>Finance Department Only</b> Received by : _____ Date : _____ Reviewed by : _____ Date : _____ Paid / Received : _____ Date : _____
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