

**ARL Distinguished Postdoctoral Fellowship Program Travel Authorization Form**

<i>Associate Full Name as it Appears on Drivers License or Passport</i>		<i>Agency</i>	
<i>Address</i>		<i>Lab/Center</i>	
		<i>Phone</i>	
		<i>E-Mail</i>	
		<i>DOD Funded: Yes No</i>	
<b>The Office of Fellowships requires that you use Vai Travel to ensure compliance with Federal Travel Regulations. See <a href="#">Travel and Professional Development Guide</a> for more information.</b>			
<b>Professional Travel</b>	Travel to scientific meetings or conferences	<b>Includes Personal Travel (Dates)</b>	
<b>Programmatic Travel</b>	Travel required for research or training		
<b>Relocation</b>	Travel associated with moving to or from the laboratory		
<b>Purpose of travel or name of meeting</b>			
<b>Travel Dates</b>		<b>Meeting Dates</b>	
<b>Itinerary: From, To, Return (City, State)</b>			
<b>COST ESTIMATES</b>			
Airfare (or train fare)	\$	A constructive cost <u>must</u> be obtained from Vai when personal travel is used in combination with professional or programmatic travel.	
Baggage/service fees	\$	One bag each way; does not include excess baggage fees	
Lodging per diem	\$	<b>Hotel exceeds per diem. Hotel daily rate: \$_____</b> <b>Justification:</b>	
Meals per diem	\$	Use the per diem allowance per days of travel from the <a href="#">GSA (domestic)</a> or <a href="#">Department of State (international)</a> websites.	
Rental car	\$	<b>Justification:</b>	
Parking	\$		
Personal vehicle mileage	\$	When traveling by personal car in lieu of common carrier (air, train) a constructive cost must be obtained. Refer to GSA website for current POV rate.	
Taxi/shuttle	\$		
Conference registration	\$	<b>CONFERENCE REGISTRATION REQUEST YES</b> Registration fees of \$250 or more can be paid directly by the Office of Fellowships. You must submit a Conference Registration form <u>after</u> this TA is approved.	
Other	\$	<b>Note:</b>	
<b>Total</b>	\$		
<b>Comments</b>			
<b>Fellow Signature</b>		<b>Date</b>	
<b>LABORATORY ENDORSEMENT (not required for initial relocation)</b>			
<b>ARL Mentor Signature/Date</b>		<b>LPR Signature/Date</b>	
<b>OFELL ENDORSEMENT</b> You are authorized to travel and incur necessary expenses in accordance with Federal Travel Regulations.			
<b>Visa Officer Signature/Date</b>		<b>Fiscal Officer Signature/Date</b>	
<i>Fellow ID No.</i>	<i>Sent to Vai</i>	<i>PAN</i>	<i>Acct #</i>