

**YMCA INTERNATIONAL BRANCH  
TRAVEL APPROVAL REQUEST**

Staff Name(s) & Branch Department (s): \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Where will you be traveling? \_\_\_\_\_

Purpose of the Trip? \_\_\_\_\_

Estimated total cost of this trip? \$\_\_\_\_\_ Itemize below:

Transportation: \$\_\_\_\_\_ Lodging: \$\_\_\_\_\_ Meals: \$\_\_\_\_\_ Registration:

\$\_\_\_\_\_ Other: \$\_\_\_\_\_ Other Explain:

Budgeted? \_\_\_Yes \_\_\_No If no, explain why trip is necessary and how it will be paid for:

Budget Line(s) to be charged:

Expected results from this trip (\$ generated, # of participants, contacts, etc.):

Other Relevant Information: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Sandy Mitchell Approval: \_\_\_\_\_ Date: \_\_\_\_\_