



CIMAS Travel Request & Authorization



This form is required to be completed for CIMAS (NOAA/SEFSC) individual travel to attend meetings, conferences, workshops, seminars, field operations and research cruises regardless of which organization is sponsoring the travel. **This form must be signed by your NOAA Advisor PRIOR to making travel arrangements. This form must be completed to receive reimbursement.** It is your responsibility to submit the approved form to CIMAS with adequate lead time for processing. For International travel, you **must** register with <https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCAS786599> and make sure to comply with the Fly America Act <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>

Name: _____ **Division:** _____

Destination(s): _____

Begin Date: _____

Return Date: _____

Purpose of Travel: _____

If travel is combined with personal days, please indicate dates: _____

If attending conference or meeting, please include website: _____

Will you require airline reservations? YES NO
*Authorized only for economy class

Will you use your personally owned vehicle (POV)? YES NO Miles _____
*If yes, please make sure to include Auto Expense Claim Form and map upon your return.

Will you use a Government Owned Vehicle (GOV)? YES NO

Rental Car: YES NO **Rental Info:** _____

Hotel Information: _____

Estimated Costs:

Airfare: \$ _____

Hotel: \$ _____

Rental Car: \$ _____

Per Diem: \$ _____

Other Costs: \$ _____

Total Estimate: \$ _____

Explain: _____

Traveler Signature: _____ **Date:** _____

NOAA Advisor Signature: _____ **Date:** _____