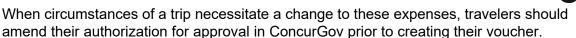
## **BLM Travel Expenses Approval Memo**

Per FTR § 301-2.5, DOI TDY Policy1.3.3, and BLM TDY Policy; certain expenses and travel arrangements require approval on the travel authorization.



If amending an authorization is not possible, this template provides a standardized mechanism to obtain authorization approval as required per policy.

Mark applicable item(s) and provide explanation, dates, amounts, and other additional information necessary to support claim in section below. Attach signed copy to travel voucher.

TRAVELER NAME

AUTHORIZATION

APPROVING OFFICIAL NAME

Authorization was approved after trip start date (note reason, when, and how other approval was obtained prior to trip in section below, i.e. email, verbal, etc.)

Mode(s) of transportation used on trip were not approved on authorization

Gov Ground			
Rental Car	Cost		
Airfare	Cost		
POV Personal Preference (\$0.22)		Total Mileage	Total Cost
POV No Gov Available (\$0.655)		Total Mileage	Total Cost

\*All POV use exceeding 350 miles one way requires a cost comparison

Rental car upgrade to other than compact not approved on authorization Excess (more than one checked bag) or overweight baggage not approved on authorization Trip dates extended more than one day and not approved on authorization Itinerary location(s) changed or added to trip and authorization was not amended Other

Supervisor Signature & Date

