

# BLM Travel Expenses Approval Memo



Per FTR § 301-2.5, DOI TDY Policy 1.3.3, and BLM TDY Policy; certain expenses and travel arrangements require approval on the travel authorization.

When circumstances of a trip necessitate a change to these expenses, travelers should amend their authorization for approval in ConcurGov prior to creating their voucher.

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