

BALTIMORE RESEARCH AND EDUCATION FOUNDATION
Travel Authorization Form

Date _____

Please allocate \$ _____ from _____
(estimated amount) (identify which BREF account)
for _____ to attend
(name of traveler)

_____ *
(name or description of meeting)

to be held in _____ on _____
(city, state) (dates)

Scheduled departure: _____,
(date) (approximate time)

Return _____,
(date) (approximate time)

***A program outline or meeting agenda must be attached to this form.**

CHECK ONE:

☐ A. Traveler is an employee of BREF.

☐ B. Traveler is a VA employee. **All VA employees requesting BREF travel support must complete VA Form 0893 "Advance Review of Offer to Donate Support for Official Travel" and submit through your VA department to the Baltimore Regional Counsel office (e-mailed or faxed to 410 605-7699) for review and approval. A copy of the signed approval must be attached to this form.** In addition, VA employees must receive approval if requesting authorized absence. VA employees on authorized absence for foreign travel using BREF funds must obtain a government passport.

☐ C. Other (explain status).

Travelers being reimbursed by BREF are not to use government credit cards for travel expenses.

Is part of this travel being paid by another organization? ☐ yes ☐ no

Signature of BREF investigator

Travel Approved: _____
Executive Director

Advances. No cash advances or reimbursement of transportation tickets will be made prior to the actual travel. All travel expenses must be paid by the traveler and will be promptly reimbursed upon completion of BREF Travel Reimbursement form.

Meeting registration fees may be paid in advance by BREF to the organization sponsoring the meeting.

Documentation. Original receipts are required for reimbursement of travel expenses.

Expense Maximum. Reimbursement for meals and incidentals will not to exceed the VA per diem rate. Actual expenses must be itemized on a daily basis.

Hotel Charges. Travelers will be reimbursed for reasonable hotel room costs as determined by the meeting site and prevailing hotel rates. Travelers should substantiate their room rate with program material detailing prevailing rates.