

OWCP Travel Request Form

Travel Dates: _____

Number of Travelers: _____

Destination: _____

Total transportation Costs: _____

Total Lodging Costs: _____

Meeting Space Costs: _____

Explain considerations given to hybrid or virtual presence and why it is not practical:

Purpose of Trip (Please provide an explanation that describes why travel is essential. Your explanation should include names of N.O. travelers and titles of travelers for larger groups and explain why each attendee identified is essential to carrying out the purpose of the meeting and needs to travel to the meeting in-person.):

Requested by: _____

Request Submission Date: _____

Approved

Disapproved