

EMAIL REQUEST FOR APPROVAL OF TRIP

EMAIL APPROVAL ORDER:

- A. If Travel is **within Travis County**, email is sent to Supervisor. **Supervisor** approves then forwards to Division Director > **Division Director** approves and replies to Employee & Supervisor.
- B. If Travel is **outside Travis County**, email is sent to Supervisor. **Supervisor** approves then forwards to Division Director > **Division Director** approves then forwards to County Executive or Designee. **County Executive** approves and replies all.

The email request for approval should contain the following information:

Email to Manager/Supervisor (initial approval)

1. Email **subject line: "APPROVE – TRAVEL REQUEST"** If there is an increased change in cost of 50% or more of any single item listed below, resubmit email with new cost of item and change email subject line to **"CHANGE-TRAVEL REQUEST"**

2. Body of email message:

Manager, please review and approve travel request below...

- Name of Conference and Location (City, State and Name of Hotel)
- Beginning and End Dates (including start and end times)
 - i. Provide Vacation or Personal dates requested
- Goals & Objectives (Justification for attending)
- Include applicable estimated costs (In the Following order): (Type Free if no cost)
 - Registration \$ _____
 - Airfare (estimate is \$500.00) \$ _____
 - Hotel (estimated with all taxes included) \$ _____
 - Meals per diem (GSA) \$ _____
 - Mileage (Current Rate) \$ _____
 - Baggage Fees \$ _____
 - Parking (Valet requires approval) \$ _____
 - Ground Transportation (up to 20% tip) \$ _____
 - Car Rental \$ _____

Total Cost Estimate \$ _____

If Traveler made arrangements where there is reduced or no cost to Travis County they must include a note of explanation within the backup documentation on the email request and the checklist form.