

**Commonwealth of Kentucky**  
**REQUEST FOR AUTHORIZATION OF OUT-OF-COUNTRY TRAVEL**

This request must reach the Appointed Authority at least five days before intended start of travel.

Authorization No. \_\_\_\_\_

Department \_\_\_\_\_

Division or Institution \_\_\_\_\_ Date \_\_\_\_\_

**To the Appointed Authority:** This agency has funds available and requests advance authorization for the following out-of-country travel to be charged to this agency's accounts:

NAME OF OFFICER OR EMPLOYEE	POSITION	AMOUNT
<b>Total Not to Exceed</b>		<b>\$ 0.00</b>

From (Origin) \_\_\_\_\_ To (Destination) \_\_\_\_\_

Date(s) trip to be taken (include travel time) \_\_\_\_\_

Justification for trip (Cite benefit to State. Do not abbreviate organization names.)

If more than four employees of your agency are going to this event, how many and why?

Will a state check be issued for registration fee?  YES  NO Car Rental  YES  NO

Car Rental Justification \_\_\_\_\_

Method of Conveyance: State Vehicle  Personal Auto  Airplane  Commercial  State

Charter  Personal

Other  Explain Other \_\_\_\_\_

I hereby certify that it is necessary for the employees or officers named above to make this trip on official business connected with the duties of their positions.

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Cabinet Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved: Required Appointed Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved: Governor, Commonwealth of Kentucky

\_\_\_\_\_  
Date

