Arkansas Department of Transportation
System Information and Research Division

Out-of-State Travel Authorization for Contracted TRC Projects

Out-of-State travel shall be pre-approved by the Department in advance of the travel. The form shall be submitted at least two months (60 days) in advance of the intended travel to permit proper review and approval.

Reimbursement is contingent on proper documentation submitted with the appropriate claim.

Project Number:			
Project Title:			
Traveler:			
Purpose of Travel:			
Origin:		Destination:	
Date of Departure:		Date of Return:	

Expense	**Estimated Cost**
Hotel	
Rental	
Fuel	
Airfare	
Mileage	
Meals	
Other (specify)	
Other (specify)	
Total	$ 0.00

Mileage must include detailed explanation: