

**AUTHORIZATION TO ATTEND NON-GOVERNMENT SPONSORED MEETINGS**

1. PERIOD COVERED:  
 FROM \_\_\_\_\_ TO \_\_\_\_\_

2. OPERATING DIVISION (BUREAU, OFFICE DIVISION, REGION) \_\_\_\_\_

3. OFFICE RECOMMENDING ATTENDANCE (SIGNATURE AND TITLE) \_\_\_\_\_

4. DATE \_\_\_\_\_

5. SPONSORING ORGANIZATION OR GROUP, PLACE AND DATES OF MEETING (USE SEPARATE SHEET, IF NEEDED)	6. EMPLOYEE NAME AND TITLE, REASON FOR ATTENDANCE, AND JUSTIFICATION (ATTENDANCE MUST BE ADVANTAGEOUS TO THE DEPARTMENT)	7. ESTIMATED COST		
		REGISTRATION FEE	TAXI CAB FARE	OTHER (Identify)

8. Appropriation: \_\_\_\_\_

Common Accounting No: \_\_\_\_\_

ATTENDANCE AT MEETING(S.) FOR THE ABOVE NAMED EMPLOYEE(S.) IS HEREBY AUTHORIZED AS PRESCRIBED BY THE HAS TRAVEL MANUAL

**SUB-TOTAL** \_\_\_\_\_

**TOTAL (Item 7)** \_\_\_\_\_

Object Classification: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_