FORM EXP.-10-8 (11/06)

TRAVEL REQUEST AUTHORIZATION FORM

- OUT-OF-STATE TRAVEL
- IN/OUT OF-STATE EXCESS

DATE PREPARED
January 2, 2024

ACTION REQUESTED: ☐ OUT-OF-STATE TRAVEL ☐ OUT-OF-COUNTRY TRAVEL ☐ REIMBURSEMENT AUTHORIZA' FOR NON-STATE EMPLOYEE CHECK APPLICABLE B	☐ IN-STATE EXCESS LODGI☐ OUT-OF-STATE EXCESS ITION ☑ EXCESS REGISTRATION/	LODGING COURSE FEE	 □ EXCESS AIRPORT PARKING □ EXTENDED TRAVEL TO SAVE ON AIRFARE □ REVISED REQUEST □ OTHER □ OTHER
TRAVELER(S)			
NCDOT Personnel			
TRAVEL TO:			
Materials and Tests Unit Training Classes			
DATES OF TRAVEL: BEGINNING January 1, 2024 ENDING December 31, 2024			
MODE OF TRANSPORTATION			
DAILY LODGING EXPENSE: \$0.00	DAILY LODGING TAX: \$0.00	REGISTRATION:	☐BROCHURE ATTACHED
SOURCE OF FUNDS:		TOTAL ESTIMATED COST TO NCDOT:	
☐ PAID FOR BY OTHER:		\$500.00	
PURPOSE OF TRAVEL AND/OR JUSTIFICATION FOR EXCESS EXPENSES: The Materials and Tests Unit holds multiple training and development classes (see class listed below) for NCDOT personnel that exceed the \$300 excess amount. The classes provide training and development that is essential for DOT personnel to complete their job duties. Employees are allowed to sign up with the approval of their Division or Unit Head. Concrete Field Technician		ITEMIZED ESTIMATED EXPENSES: Concrete Field Technician @estimated 360 students per year = 360 x \$500 = \$180,000	
APPROVAL: ALL REQUESTS REQUIRED THE APPROVAL OF EMPLOYEE'S SECTION HEAD, BRANCH MANAGER, OR DIVISION ENGINEER DocuSigned by:		ONLY REQUESTS FOR EXCESS ALLOWANCES REQUIRE THE APPROVAL OF THE SECRETARY OR DELEGATE DocuSigned by:	
E. Boyd tharrington, Princetor of Fig. 109/2024+ SIGNATURE -36C8CCE8BB68447 DATE		CAMAY SULUSTEY SECRETARY OR DELEG EF11EAF2524D443	01/09/2024 ATE DATE
COMMENTS OR REPLY:			

^{*}OUT-OF STATE TRAVEL HISTORY FOR PREVIOUS 12 MONTHS IS ATTACHED

^{*}OUT-OF STATE TRIP SUMMARY IS DUE WITHIN 10 DAYS OF COMPLETED TRIP