

TRAVEL REQUEST AUTHORIZATION FORM

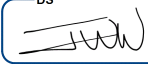

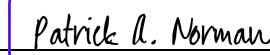
- **OUT-OF-STATE TRAVEL**
- **IN/OUT OF-STATE EXCESS**

DATE PREPARED
12/15/2025

ACTION REQUESTED:

- | | | |
|---|--|---|
| <input type="checkbox"/> OUT-OF-STATE TRAVEL | <input type="checkbox"/> IN-STATE EXCESS LODGING | <input type="checkbox"/> EXCESS AIRPORT PARKING |
| <input type="checkbox"/> OUT-OF-COUNTRY TRAVEL | <input type="checkbox"/> OUT-OF-STATE EXCESS LODGING | <input type="checkbox"/> EXTENDED TRAVEL TO SAVE ON AIRFARE |
| <input type="checkbox"/> REIMBURSEMENT AUTHORIZATION FOR NON-STATE EMPLOYEE | <input checked="" type="checkbox"/> EXCESS REGISTRATION/COURSE FEE | <input type="checkbox"/> REVISED REQUEST |
| | | <input type="checkbox"/> OTHER _____ |

CHECK APPLICABLE BLOCK ABOVE AND EXPLAIN BELOW

TRAVELER(S) NCDOT Personnel		
TRAVEL TO: Materials and Tests Unit Training Classes		
DATES OF TRAVEL: BEGINNING January 1, 2026 ENDING December 31, 2026		
MODE OF TRANSPORTATION		
DAILY LODGING EXPENSE: \$0.00	DAILY LODGING TAX: \$0.00	REGISTRATION: \$ <input type="checkbox"/> BROCHURE ATTACHED
SOURCE OF FUNDS: <input type="checkbox"/> PAID FOR BY OTHER:		TOTAL ESTIMATED COST TO NCDOT: \$500 per student per class
PURPOSE OF TRAVEL AND/OR JUSTIFICATION FOR EXCESS EXPENSES: The Materials and Tests Unit holds multiple training and development classes (see 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 - Welding Certification [Any class created that exceeds \$300.00]		ITEMIZED ESTIMATED EXPENSES: Concrete Field Technician @ estimated 360 per year 360 x \$500 = \$180,000 Welding Certifications @ estimated 150 per year 150 x \$500 = \$75,000
APPROVAL:  Signed by:  12/19/2025	ALL REQUESTS REQUIRED THE APPROVAL OF EMPLOYEE'S SECTION HEAD, BRANCH MANAGER, OR DIVISION ENGINEER	ONLY REQUESTS FOR EXCESS ALLOWANCES REQUIRE THE APPROVAL OF THE SECRETARY OR DELEGATE Signed by:  12/24/2025
<small>SIGNATURE</small> 291DB3475...	<small>TITLE</small>	<small>DATE</small>
<small>SIGNATURE</small> 54F914AC31054G...	<small>SECRETARY OR DELEGATE</small>	<small>DATE</small>
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