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

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

TRAVEL REQUEST AUTHORIZATION FORM
- OUT-OF-STATE TRAVEL
- IN/OUT OF-STATE EXCESS

DATE PREPARED
01/28/2020

ACTION REQUESTED:

- ☐ OUT-OF-STATE TRAVEL
- ☐ OUT-OF-COUNTRY TRAVEL
- ☐ REIMBURSEMENT AUTHORIZATION FOR NON-STATE EMPLOYEE
- ☐ IN-STATE EXCESS LODGING
- ☐ OUT-OF-STATE EXCESS LODGING
- ☒ EXCESS REGISTRATION/COURSE FEE
- ☐ EXCESS AIRPORT PARKING
- ☐ EXTENDED TRAVEL TO SAVE ON AIRFARE
- ☐ REVISED REQUEST
- ☐ 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, 2020 ENDING December 31, 2020

MODE OF TRANSPORTATION

DAILY LODGING EXPENSE: $

DAILY LODGING TAX: $

REGISTRATION: $ ☐BROCHURE ATTACHED

SOURCE OF FUNDS:
☐ **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 list 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
Concrete Field Technician – Self Study

Concrete Field Technician
@ estimated 240 students per year = 260 x $500 = $130,000

Concrete Field Technician – Self-Study
@ estimated 40 students per year = 40 x $500 = $20,000

Estimated Total = $150,000

APPROVAL: **ALL REQUESTS REQUIRED THE APPROVAL OF EMPLOYEE'S SECTION HEAD, BRANCH MANAGER, OR DIVISION ENGINEER**

DS
DS
DocuSigned by:
SIGNATURE FF1671ADD2D24F8... TITLE Chief Engineer DATE 1/28/2020

ONLY REQUESTS FOR EXCESS ALLOWANCES REQUIRE THE APPROVAL OF THE SECRETARY OR DELEGATE

DocuSigned by:
Robert W. Lewis
SECRETARY OR DELEGATE 7E99AD0C0006410... DATE 1/28/2020

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