



CIMAS Travel Request & Authorization



This form is required to be completed for CIMAS (NOAA/AOML) individual travel request to attend meetings, conferences, workshops, seminars, field operations, hurricane research deployments and research cruises regardless of which organization is sponsoring the travel. **This form must be signed by your NOAA Advisor and approved by the Division Director PRIOR to making travel arrangements. This form must be completed to receive reimbursement.** It is your responsibility to submit the approved form to CIMAS with adequate lead time for processing. For International travel please register with **RED24** at:

<https://www.red24.com/affiliate/chartis/um/>

Name: _____ Division: _____

Destination(s): _____

Begin Date: _____ Time of Departure: _____ AM _____ PM

Return Date: _____ Time of Departure: _____ AM _____ PM

Purpose of Travel: _____

If travel is combined with personal days, please indicate dates: _____

If attending conference or meeting, please include website: _____

Is this travel related to AOML or NOAA funded field work? YES NO

Will you require airline reservations? YES NO

*Round trip Coach class service only authorized. If other, please justify: _____

Will you use your personally owned vehicle (POV)? YES NO Miles: _____

Rental Car: YES NO Rental Info: _____

Hotel Information: _____

Estimated Costs:

Airfare: \$ _____

Hotel: \$ _____

Rental Car: \$ _____

Per Diem: \$ _____

Other Costs: \$ _____

Total Estimate: \$ _____

Explain: _____

Funds:

Is any portion of your travel covered by AOML funds? YES NO Amount: \$ _____

Title of Proposal/Name of Project paying for the travel: _____

Idiv Code: _____ (See Project Lead or Budget Staff Member)

Is any other organization paying for this travel? YES NO

Please identify sponsor: _____

Traveler Signature: _____ Date: _____

NOAA Advisor Signature: _____ Date: _____

Authorized By Division
Director Signature: _____ Date: _____