



**Associates of Vietnam Veterans of America, Inc.**  
**8719 Colesville Road; Suite 100 • Silver Spring, MD 20910-3919**  
**Telephone: 301-585-4000 • Main Fax: 301-585-0519**

### REQUEST FOR TRAVEL

NOTE: For travel other than BOD meetings, 21 days prior notice, if possible.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Point of Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

Date: Depart: \_\_\_\_\_ Return: \_\_\_\_\_

### Expenses

Estimated Cost of Travel \$ \_\_\_\_\_

Estimated Cost of Lodging \_\_\_\_\_

Estimated Per Diem \_\_\_\_\_

**Estimated Grand Total** \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send to National President for Approval First:**

Approved By: \_\_\_\_\_ President Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Treasurer Date: \_\_\_\_\_

Notes: \_\_\_\_\_