



ASSOCIATES OF VIETNAM VETERANS ON AMERICA, INC.  
8719 Colesville Rd • Suite 100 • Silver Spring • MD • 20910  
Telephone: (301) 585-4000 • Fax: (301) 585-5542

## REQUEST TO TRAVEL

**NOTE: For travel other than BOD meetings, a 21-day prior notice if possible.**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

**Purpose of Travel?** \_\_\_\_\_

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

**Travel Dates:** \_\_\_\_\_

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

### **ESTIMATED EXPENSES:**

Cost of Travel: \$ \_\_\_\_\_

Cost of Lodging: \$ \_\_\_\_\_

Per Diem \$ \_\_\_\_\_

**ESTIMATED TOTAL:** \$ \_\_\_\_\_

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

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### **SEND TO NATIONAL TREASURER FOR APPROVAL**

Approved by: \_\_\_\_\_, Treasurer Date: \_\_\_\_\_

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

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