



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: _____

SEND TO NATIONAL TREASURER FOR APPROVAL

Approved by: _____, Treasurer Date: _____

Notes: _____