



# CIMAS Travel Request & Authorization



This form is required to be completed for CIMAS (NOAA/SEFSC) individual travel to attend meetings, conferences, workshops, seminars, field operations and research cruises regardless of which organization is sponsoring the travel. **This form must be fully signed PRIOR to making travel arrangements. This form must be completed to receive reimbursement.** It is your responsibility to submit the form to CIMAS with adequate lead time for processing. For International travel, you must register with <https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCAS786599> and make sure to comply with the Fly America Act <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>

Name: \_\_\_\_\_ Division: \_\_\_\_\_  
City/State of Residence: \_\_\_\_\_  
Destination(s): \_\_\_\_\_  
Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_  
Purpose of Travel: \_\_\_\_\_

Will travel be combined with personal days? YES ☐ NO ☐

*\*If yes, please include comparison ticket when requesting reimbursement.*

If attending conference or meeting, please include website: \_\_\_\_\_

Will you require airline reservations? YES ☐ NO ☐

*\*Round trip Coach class service only authorized*

Will you use your personally owned vehicle (POV)? YES ☐ NO ☐

*\*If yes, please include mileage form and map when requesting reimbursement.*

Rental Car: YES ☐ NO ☐

Hotel Information: \_\_\_\_\_

## Estimated Costs:

Airfare: \$ \_\_\_\_\_

Hotel: \$ \_\_\_\_\_

Rental Car: \$ \_\_\_\_\_

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

Other Costs: \$ \_\_\_\_\_

Total Estimate: \$ \_\_\_\_\_

Explain: \_\_\_\_\_

## Funds:

Is travel covered by SEFSC task II funds? YES ☐ NO ☐

If task II is not covering costs, please provide grant number to be used \_\_\_\_\_

*\*Please reach out to Luis Quijada if additional information is needed.*

Is any other organization paying for this travel? YES ☐ NO ☐

Please identify sponsor: \_\_\_\_\_

Traveler Signature: \_\_\_\_\_

CIMAS Director Signature: \_\_\_\_\_