



Office of Insurance Commissioner
 Revised 02.05.2019
Agency Travel Request

Advance (submit original to Fiscal at least 10 working days prior to trip)
 Travel Request Approval

AGENCY NAME AND NUMBER	EMPLOYEE NAME AND TITLE	DIVISION OR DEPARTMENT
Insurance Commissioner, #160		

1. Purpose of Trip	Organization/Meeting Location

2. Travel Itinerary & Mode of Transportation				
Date	From	To	Mode Code	Mode Code Symbols:
				POV – Privately Owned Vehicle AOV – Agency Owned Vehicle MPV – Motor Pool Vehicle R – Rental Car AIR – Air B – Bus T - Train

3. Travel Expense Estimate & Advance Requested				
Item of Expense		Estimated Travel Expense	Advance Requested	Lodging Exceptions
A. Subsistence & Lodging:				
Days In State	Days Out of State			<p>Lodging exception must be approved by the employee's Deputy Commissioner prior to trip (SAAM 10.30.20.a). The approved exceptions to the Maximum Allowable Lodging Amounts are as follows: (Circle and explain below the appropriate exception)</p> <p>A. When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.</p> <p>B. When costs in the area have escalated for a brief period if time either during special events or disasters.</p> <p>C. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.</p> <p>D. The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention or training session is held.</p> <p>E. To comply with the provisions of the Americans with Disabilities Act (refer to SAAM 10.10.40), or when the health and safety of the traveler is at risk (refer to SAAM 10.10.35).</p> <p>F. When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.</p>
B. Transportation				
Motor Vehicle (1)	Est. Miles			
C. Air				
D. Other (Rental Vehicle, shuttle, etc)				
Totals				

 Lodging Exception Approving Signature Date

Requester's Signature:	Date	Explanation for exception: Please explain your lodging exception, if any.
Authorizing Signature:	Date	
Commissioner or Designee: (I authorize this travel as outlined above)	Date	

OIC Fiscal Use Only													
Doc Date		Pmt Due Date		Current Doc No.			Ref Doc No.		Vendor Number			Vendor Message	
REF DOC SUF	TRANS CODE	M O D	FUND	APPN INDEX	PROG INDEX	SUB OBJ	SUB SUB OBJ	ORG INDEX	ALLOC	PROJ	SUB PROJ	AMOUNT	INVOICE NUMBER
Accounting Approval for Payment										Date		Warrant Total	