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

Staff No. : \_\_\_\_\_

Purpose of Trip : \_\_\_\_\_

Accompanying Family : \_\_\_\_\_

Job or Proposal No. : \_\_\_\_\_

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

Department : \_\_\_\_\_

Dept. No. : \_\_\_\_\_

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## Type of Travel

1. Air Travel European Continent :  4. Train Travel
2. Air Travel Inter Continents :  5. Car Travel
3. Ferry Travel :  6. Hotel
- 

## Routing

Destination : \_\_\_\_\_

Date of Departure : \_\_\_\_\_

Date of Return : \_\_\_\_\_

Route : \_\_\_\_\_

Class : \_\_\_\_\_

Type of Rental Car : \_\_\_\_\_

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## Authorization

Admin. Supervisor (1-6) : \_\_\_\_\_

Cost Center Manager/  
Project Manager (1-6) : \_\_\_\_\_

General Manager (2) : \_\_\_\_\_

Client Representative (1-6) : \_\_\_\_\_  
(if required by project procedure)

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## Notes

- All travel is to be in accordance with Procedures CM-MA-806 and 827.
- Travel tickets, car documents etc. will only be handed over after the original Authorization for Travel has been received by the Travel Agent or General Services.
- Train Travel in the Netherlands does not require a signed Authorization for Travel.
- By signing this Authorization for Travel, the Administrative Supervisor has found the data in this Authorization to be in accordance with the relevant procedures.

# Authorization for Travel

COPY to be attached to expense report

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