

INDIANA WING CIVIL AIR PATROL - TRAVEL AUTHORIZATION

Complete all sections and e-mail to the Wing Administrator for approval by the Wing Commander at least **10 workdays prior to departure**. The Wing Commander will return to the Wing Administrator, and the Wing Administrator will return approved travel authorization form to the requestor. Travel requests in excess of \$1,500 must be approved by the INWG Finance Committee

1a. Name: _____	1b. E-mail: _____
2a. Purpose of travel: _____	2b. City & State visiting: _____
3a. City & State of departure: _____	3b. Airport City & State: _____
4a. Actual lodging rate: _____	4b. Is Wing Credit Card being used? <input type="checkbox"/>
4c. Meals provided at wing expense (i.e. banquets):	B'fast: _____ Lunch: _____ Dinner: _____
5a. Departure Date: _____	5b. Return Date: _____ 5c. Total days of trip: _____
6a. Travel advance will be requested (Yes or No): <input type="checkbox"/>	6b. High speed internet requested (Yes or No): <input type="checkbox"/>
7a. Mode of travel to airport: _____	7b. Est. cost of travel to airport: _____
8a. Mode of travel: _____	MILEAGE FOR POV (.56/mi) FUEL FOR CORP VEHICLE
8b. Commercial Airfare cost: _____	8c. Purchased 3 weeks out (Yes or No): <input type="checkbox"/>
8e. If no, why? _____	8d. Compared ticket prices? <input type="checkbox"/>
9a. If POV/COV, estimated miles: _____	9b. Estimated mileage: \$0.00
10. Remarks: _____	

**Individuals who fail to turn in travel vouchers within 20 days after the trip
WILL NOT be reimbursed**

**SUBMIT COMPLETED TRAVEL AUTHORIZATION TO:
WA@INWG.CAP.GOV**

11. Wing Commander Approval: _____	Date _____
13. Finance Committee Approval Required?: _____	Date _____

INWG Form 928	Total of Authorization Request:	\$0.00	Rev 1 Mar 15
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