

## Senior Service America, Inc.

## Senior Environmental Employment (SEE) Program



8403 Colesville Road, Suite 1200 • Silver Spring, Maryland 20910 Phone: (301) 578-8900 • Fax: (301) 578-8895

	Travel Authori	ization			
Enrollee:		Date:			
Home Email:	H Phone:	Cell:			
Work Email:	W Phone:	W Fax:			
Dept:	Region/Lab:	Q#:			
Travel To:					
Departure Date (M D Y)		Return Date (M D Y)			
Reason for travel:					
E	xpenses			Amount	
Hotel					
Per Diem (click to access GSA rates)					
Taxi					
Car Rental					
Parking					
Transportation (Air, Rail, Mileage)					
Other (detail on page 2)		\$	5		-
Total Estimated Travel Costs		\$	\$		-
Travel Advance Requested					
Oins down of OFF Families					
Signature of SEE Enrollee		Date			
EPA Approving Official:	SSAI App	roving Official:			
Name	Name				
Title	Title				
Date	Date				

Please complete, scan and email (or fax) to: Senior Service America, Inc.

Senior Environmental Program

Forms email: seeptanpa@ssa-i.org / Fax: (301) 578-8895

**NOTE:** All travel for enrollees must be properly authorized as outlined in the SSAI Travel Policy. Only after this form has been approved by both EPA and SSAI will you be permitted to make reservations and incur appropriate expenses. This **Travel Authorization** must be attached to the **Travel Expense Report** you submit after your trip is completed.

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Travel Authorization				
Enrollee na	ıme:	Date:		
Dat		Other Expenses	Estima	ted Cost
M	D D	Provide detail of other expenses		
			ļ	
			<del> </del>	
			<del>                                     </del>	
			<del> </del>	
		Total other expenses - automatically carried to "Other" on page 1	\$	-
Th - 6.41	004.0-	Calculation of allowable per diem reimbursement for travel days (See SSAI Travel Policies and Procedures):		

The full GSA Schedule is posted by location at <a href="http://www.gsa.gov/portal/category/21287">http://www.gsa.gov/portal/category/21287</a>

SSAI Travel Agency:

Per Diem Amount	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	\$71.00
75% of Per Diem Amount	\$34.50	\$38.25	\$42.00	\$45.75	\$49.50	\$53.25

	Metropolitan Travel Services, Inc. (MTS)	
Telephone:	1 (800) 662 - 6363 (toll-free) (703) 941 - 8186	Fax: 1 (703) 941 - 7022
Office Hours:	9:00 am to 5:00 pm	Monday - Friday
After Hours Emergency Number	: 1 (800) 366 - 2100	(do not use to reconfirm flights)

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