



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 Authorization

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: _____

Expenses	Amount
Hotel	
Per Diem (click to access GSA rates)	
Taxi	
Car Rental	
Parking	
Transportation (Air, Rail, Mileage)	
Other (detail on page 2)	\$ -
Total Estimated Travel Costs	\$ -
Travel Advance Requested	

 Signature of SEE Enrollee

 Date

EPA Approving Official:	SSAI Approving 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.

