

**Senior Service America, Inc. (SSAI)  
Forest Service ACES Pilot Program**

8403 Colesville Road, Suite 200 • Silver Spring, Maryland 20910-3314  
Phone: (301) 578-8900 • Email: FS\_ACES\_tanpa@ssa-i.org



**Travel Authorization**

**Enrollee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FS Region:** \_\_\_\_\_ **SPA #:** \_\_\_\_\_

**Travel To:** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_ **Return Date:** \_\_\_\_\_

**W Phone:** \_\_\_\_\_ **W Email:** \_\_\_\_\_

**Reason for travel (explain fully):** \_\_\_\_\_

<b>Expenses</b>	<b>Amount</b>
Hotel	\$
Per Diem	
Vehicle use (check one) <input type="checkbox"/> Government <input type="checkbox"/> Rental Car (ACES Coordinator must be informed) <input type="checkbox"/> POV (permitted only when government vehicle is not available)	
Local shuttle/taxi	
Parking	
Transportation (Air, Rail,)	
Other (explain on back of form)	
<b>Total Estimated Travel Costs</b>	<b>\$</b>
Travel Advance Requested (must also be approved by ACES Coordinator below)	

\_\_\_\_\_  
Signature of SEE Enrollee \_\_\_\_\_  
Date

<b>FS ACES Approving Monitor:</b>		<b>FS ACES Coordinator (applicable for advance requests)</b>	
Monitor Name:	Date:	Name:	Date:
Title		Title	

<b>SSAI Approving Official:</b>		
Name:	Date:	Title:

**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 USDA FS and SSAI are you permitted to begin travel.