

Member Travel Authorization

Senator _____

Event _____

City, State _____

Dates _____

Other staff attending the same event for reference _____

Transportation

Amount

Registration	
Airfare	
Fee to Check Luggage	
Commuter Costs between Airport and Event - Taxi, Uber, Subway- Including appropriate tip	
Rental Car - Including Fuel	
Mileage	

Lodging - Location Each Night

Base nightly rate - Under \$150 or Conference Rate	Estimated rate with tax and fees	Number of Nights	Total amount (Rate * Nights)

Lodging - Location Each Night

Rate

Number of Nights

Amount Rate * Nights

Other Expenses

Total of Approved Expenses

Please provide a copy of the Itinerary/Agenda

Senator Erin Murphy, Chair
Committee on Rules and Administration

Date