

DEPARTMENT NUMBER

DEPARTMENT NAME

If a signatory needs to be added/deleted, please submit a new request with ALL director/designee signatures

TRAVEL AUTHORIZATION & EXPENSE INVOICE

Typed or Clearly Printed Name (Director or Chief Level ONLY)

Full Signature

POLICY GUIDELINES

Per Section 1405 of the City of Newport News Personnel – Administrative Manual:

All Employee travel reports must be signed by the Department Head (larger departments may appoint Department Head designees).

NOTE: Smaller departments may appoint Department Head designees, but Department Head designees can only sign in the absence of the Director.

Department Head travel reports must be signed by their Assistant City Manager, or the City Manager.

DEPARTMENT HEAD DESIGNEES

(Requires Approval Below)

Typed or Clearly Printed Name

Full Signature

Typed or Clearly Printed Name

Full Signature

Typed or Clearly Printed Name

Full Signature

Typed or Clearly Printed Name

Full Signature

Typed or Clearly Printed Name

Full Signature

DEPARTMENT HEAD APPROVAL (only if appointing designees)

Full Signature

PLEASE NOTE: We MUST have original (pen & ink) signatures on file in Finance.