

This form may be printed or filled out online and then printed.

If you need to add someone, please have everyone resign form.



Finance Department
Accounts Payable, 6th Floor
2400 Washington Avenue
Newport News, VA 23607

Travel Report Authorization Form

DEPARTMENT

TRAVEL AUTHORIZATION & EXPENSE INVOICE

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

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

Signature

Typed or Clearly Printed Name

Signature

DEPARTMENTAL HEAD APPROVAL (only if appointing designees)

Signature

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