



## RIVR TRAVEL REQUEST

RIVR Travel Requests must be submitted for RIVR approval at least two (2) weeks prior to travel.

1.FULL NAME (PRINT)	2.SERVICE	3.EXT																																			
4. DATES OF TRAVEL	5.DESTINATION (CITY and STATE)																																				
<p>6.ARE YOU A VA EMPLOYEE? (CHECK ONE)      YES <input type="checkbox"/>      NO <input type="checkbox"/></p> <p>IF YES, WHAT KIND OF TIME ARE YOU TAKING FOR THIS TRAVEL? (<b>check only one box</b>)</p> <p><b>ANNUAL LEAVE</b>      <b>VA TRAVEL</b>      <b>OTHER</b> (no authorized absences)</p> <p>continue with this form   complete <a href="#">VA Form 0893</a>   explain and continue with this form _____</p>																																					
7.ESTIMATED COST OF REQUEST: <a href="#">Per Diem Rates</a>   <a href="#">GSA</a>																																					
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 30%;">ITEM DESCRIPTION</th><th style="width: 10%;"># OF DAYS</th><th style="width: 15%;">First &amp; Last Day Per Diem Rate</th><th style="width: 15%;">DAILY RATE (For meals: M&amp;IE Total)</th><th style="width: 30%;">AMOUNT</th></tr></thead><tbody><tr><td>Transportation</td><td></td><td>-----</td><td>\$</td><td>\$</td></tr><tr><td>Lodging</td><td></td><td>-----</td><td>\$</td><td>\$</td></tr><tr><td>Meals- Fed per diem rate</td><td></td><td>\$</td><td>\$</td><td>\$</td></tr><tr><td>Registration</td><td></td><td>-----</td><td>\$</td><td>\$</td></tr><tr><td>Other (ex:parking, taxi)</td><td></td><td>-----</td><td>\$</td><td>\$</td></tr><tr><td>Total</td><td>-----</td><td>-----</td><td>\$</td><td>\$</td></tr></tbody></table>			ITEM DESCRIPTION	# OF DAYS	First & Last Day Per Diem Rate	DAILY RATE (For meals: M&IE Total)	AMOUNT	Transportation		-----	\$	\$	Lodging		-----	\$	\$	Meals- Fed per diem rate		\$	\$	\$	Registration		-----	\$	\$	Other (ex:parking, taxi)		-----	\$	\$	Total	-----	-----	\$	\$
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8. <b>PURPOSE OF REQUEST</b> (specify what event this is and the expected outcome of your participation)																																					
9. <b>EMPLOYEE SIGNATURE</b>		DATE																																			
10. <b>SIGNATURE OF WHO IS PAYING FOR THIS TRIP</b>		DATE																																			
11. <b>SUPERVISOR SIGNATURE</b>		DATE																																			
12. RIVR DESIGNATED OFFICIAL SIGNATURE		DATE																																			
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