

## Sample Forms

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](http://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Knoxville, TN 37921-6741  
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## Table of Contents

Sample Forms.....	3
Authorization for Travel Form .....	4
Statement of Expense Claims Sample Form .....	6

## Sample Forms

**Reference Number:** MTAS-1172

Examples of travel forms below.

**Authorization for Travel Form**  
**Reference Number: MTAS-1173**

**AUTHORIZATION FOR TRAVEL**

CITY OF \_\_\_\_\_

I hereby request authority for travel on official city business to the destination on the dates and for the purpose indicated below.



DATE	CITY & STATE	HOTEL ADDRESS	PURPOSE OF TRIP

ACCOMPANIED BY \_\_\_\_\_

Applicant \_\_\_\_\_ Department Account \_\_\_\_\_

Signature \_\_\_\_\_

Total Estimated Cost of Travel \$ \_\_\_\_\_

**SPECIAL FUNDING REQUESTS** (Circle items requested)

- (1) Registration Pre-payment
- (2) Pre-paid Airline Tickets
- (3) Travel Advance of \$ \_\_\_\_\_

**APPROVAL** (Please Note: Approval of travel requests by the signatory below indicates that adequate funding is provided in appropriations to cover the estimated cost of this travel.)

Signature \_\_\_\_\_

Department Head

Signature \_\_\_\_\_

Chief Administrative Officer

**Statement of Expense Claims Sample Form**  
**Reference Number:** MTAS-1174



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