NOAA FORM **42-5**
(6-80)

U.S. Department of Commerce
National Oceanic and Atmospheric
Administration

Trip Authorization

1. TRAVEL ORDER NUMBER	DATE

2. TRIP NUMBER	DATE PREPARED

(Assign trip numbers consecutively to each NOAA Form 42-5 covering specific travel under the Travel Order.)

NAME OF TRAVELER	ROUTING CODE

3. MODE OF TRAVEL:

GOVERNMENT VEHICLE
LICENSE NUMBER _____

TITLE	SOC. SEC. NO.

PRIVATELY OWNED AUTOMOBILE

PRIVATELY OWNED PLANE

ADDRESS *(Street)*	OFFICE PHONE

PUBLIC CONVEYANCE _____

CITY	STATE	ZIP CODE

4. ALLOWABLE PER DIEM RATE

5. CERTIFICATION OF LINE SUPERVISOR	DATE	5. SIGNATURE OF AUTHORIZING OFFICER	DATE

TO STATIONS AS FOLLOWS	APPROXIMATE DATE(S) OF VISIT OR DETAIL	PURPOSE
(Station, State – first and last entry should be home station. List intermediate points as necessary and explain on Travel Vouch.)		M – Maintenance; 1QM – Quarterly Maintenance EM – Emergency Maintenance; RM – Routine Maintenance *State purpose of other visits briefly*

FINANCIAL DATA

T R A N S	BATCH		G OR NG	FY	ORGANIZATION CODE	PROJECT CODE	OBJECT CLASS	AMOUNT		DOCUMENT	
	MO.	NUMBER								TYPE	NUMBER
1	2-3	4-6	7	8	9-15	16-25	35-38	47-58 OR	59-70	71-72	73-80
3			0								
3			0								
3			0								

NOTE: Maintain record of obligations incurred or intended against amounts authorized herein. Obtain amendment if amounts will be exceeded. Upon completion of this travel, prepare report when required.

COPY DISTRIBUTION:
Original and one to traveler
One to local Field Finance Office
Attach one to reimbursement voucher and forward to applicable Filed Finance Office (FFO).
Retain one copy for file.
In case of Foreign Travel, send one copy to the Office of International Affairs, OAx4.