



**THE RETIRED ENLISTED ASSOCIATION  
TRAVEL AUTHORIZATION**

Form100-5 (697)

(required for all common carrier travel and all POC travel in excess of 125 miles each way)

From Committee Chair(s):  Through TREA Accountant TREA National Headquarters To TREA National President TREA National Headquarters

Request Travel Authorization for the following person(s) for the purpose of:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NAME	TRAVEL FROM	TRAVEL TO	DEPARTURE DATE	RETURN DATE	ESTIMATED COST

\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
ESTIMATED AIR FARE	ESTIMATED POC MILEAGE	ESTIMATED LODGING	ESTIMATED MEALS	OTHER ESTIMATED EXPENSES (Describe and show cost)	

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NAME	TRAVEL FROM	TRAVEL TO	DEPARTURE DATE	RETURN DATE	ESTIMATED COST

\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
ESTIMATED AIR FARE	ESTIMATED POC MILEAGE	ESTIMATED LODGING	ESTIMATED MEALS	OTHER ESTIMATED EXPENSES (Describe and show cost)	

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NAME	TRAVEL FROM	TRAVEL TO	DEPARTURE DATE	RETURN DATE	ESTIMATED COST

\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
ESTIMATED AIR FARE	ESTIMATED POC MILEAGE	ESTIMATED LODGING	ESTIMATED MEALS	OTHER ESTIMATED EXPENSES (Describe and show cost)	

Committees to Charge  %  %  %

Comment

**TOTAL ESTIMATED EXPENSES**

\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
AIR FARE	AUTO MILEAGE	LODGING	MEALS	OTHER	GRAND TOTAL

Committee/ Activity Chair <input type="text"/>	Committee/ Activity Chair <input type="text"/>	Committee/ Activity Chair <input type="text"/>
Recommends <input type="text"/>	Recommends <input type="text"/>	Recommends <input type="text"/>

**FOR OFFICE USE ONLY**

Amount Remaining in Budget \$

As of  TREA Accountant

TREA President  Date