

Central States Air Resource Agencies Association

5900 Balcones Drive STE 100

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Phone: (405) 813-4300 Website: www.censara.org



- (1) CenSARA's approved travel policy is the basis for these guidelines.
- (2) CenSARA's Executive Director must approve all member travel requests and agency reimbursements.
- (3) Assistance may include reimbursement for airfare, lodging, hotel parking (when driving to the meeting or training), and for registration fees.
- (4) Reimbursement for meals, rental cars, or incidental charges are not authorized for training course assistance. Those reimbursements must be assumed by the member agency.
- (5) All airline and hotel reservations must be made by CenSARA on behalf of the traveler or approved by CenSARA before the authorized traveler schedules a flight. Airline ticket arrangements should be completed no less than 14 calendar days prior to the event or course presentation to achieve competitive pricing.
- (6) Members will use the attached PDF form and the travel request must be approved (signed) by the member's agency Air Director.
- (7) CenSARA's Finance Manager will manage travel arrangements. Travelers will not make their own hotel arrangements. Hotel fees will not exceed the General Services Per Diem rate (GSA). Airline tickets will be purchased for standard economy class seating.
- (8) Any additional travel expense reimbursement requests must be approved by CenSARA's Executive Director and will be on a case-by-case basis.
- (9) Complete this form and submit it electronically to dscofield@censara.org to get the process started.

CenSARA TRAVEL ASSISTANCE REQUEST FORM

Updated 6/19/2024

Date of Request: _____

Agency and Section: _____

Employee Name: _____

What are you requesting travel assistance for:

CenSARA Training Course Title/Date: _____

Meeting Name: _____

Non-CenSARA Training Course Title/Date: _____

Date(s) of Conference or Training: _____ To _____

Location (City and State): _____

Number of Days: _____

Link to Conference or Training (Copy and Paste): _____

Reimbursement for:	Airline	Car Rental	Hotel	Parking
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other requests (Specify) :

Financial Manager Name and Contact information.

Name: _____ Phone: _____

Email Address: _____

Air Director Signature: _____

CenSARA Executive Director Approval: _____

Airline tickets must be standard economy class.

GSA Lodging rate: <https://www.gsa.gov/travel/plan-book/per-diem-rates>