



City of Pittsburgh
Out of State / Country Travel Request

Employees wishing to travel out of state or county on city business must obtain authorization prior to travel.

Employee Name _____ Department: _____

City Position Title: _____ Employee #: _____

Travel Policy

Travel outside of California by City Employees shall be pre-approved by the City Manager.

Date of Travel _____

Location for Travel _____

Cost of Travel _____

REASON FOR TRAVEL REQUEST (Including Alternatives Available):

SIGNATURES:

Employee: _____

Date: _____

Department Head/Designee: _____

Date: _____

City Manager _____

Date: _____

Approval: YES NO

Additional Comments:
