



**Department of Natural Resources  
Request for  
Employee Travel Privileges**

Employee Name: \_\_\_\_\_

Personnel Number: \_\_\_\_\_

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**Effective Date (EE Start Date):** \_\_\_\_\_

**Expense Type (select one):**      Administrative      Field Travel      Board Member

**Travel Management (select one):**      Regular Traveler      Routine Traveler

**Cost Center:** \_\_\_\_\_      **Fund:** \_\_\_\_\_

PPM49 ensures all travelers have a clear and consistent understanding of policies and procedures for business travel. It provides state travelers with a reasonable level of service, comfort, and safety at the lowest possible cost. And maximizes the organization's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses. All travelers should review PPM49 regularly to ensure compliance with the travel policy.

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

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\*Please note, the granting of travel privileges will activate the "My Travel" tab in LEO for the employee. Any additional access for travel bookings is granted separately.

Will the employee require additional information or training on any of the following:

My Travel (LEO)

AirPortal

Hotel Planner

Car Rentals