Dear (Approving Official),

As discussed, I have reviewed the travel information / rules and attached the following estimates for my upcoming travel. I will be leaving DIA on mm/dd/yy at h:mm (am/pm) traveling to DESTINATION, and returning on mm/dd/yy at h:mm (am/pm). The purpose of this trip is…

The following will be paid be paid on my P-Card pending your approval:

* Airfare Quote $xxx.xx
* Conference Cost $xxx.xx
* Hotel Quote $xxx.xx
* Other $xxx.xx

\* I acknowledge that I will not use a P-card for meals and will use the per diem rates below on my travel reimbursement request. I also understand that I need to have a unit AVP authorize my use of the P-card for travel.

The following items will be paid out of pocket pending your approval:

* Parking Estimate $xxx.xx
* Mileage $xxx.xx
* Other $xxx.xx

The per diem rate for DESTINATION is $46 (This is base rate).

My conference is providing (some, all, none) meals.

* Dinners each night except for mm/dd/yy.
* Some days they are providing lunch.

Please see the below breakdown for my per diem calculations:

* mm/d1/yy - $7.00 breakfast; $11.00 Lunch; $23.00 Dinner
* mm/d2/yy - $7.00 breakfast; $11.00 Lunch
* mm/d3/yy - $7.00 breakfast

I am also estimating per diem incidental expenses of $5 for xx nights = $xxxx

**MY TOTAL ESTIMATE FOR THIS TRAVEL = $xxx.xx**

I will be requesting an advance of xx% or $$$ of the out of pocket and per diem costs before departing. (Per Fiscal Rule please attach the following statement if you are requesting an advance)

*"I certify that the statements in the above schedule are true and correct in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other source; that travel performed for which an advance or reimbursement is claimed was or will be performed by me while on Center Business and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by the Fiscal Rules; and that I actually incurred or paid the operating expenses of the motor vehicle for which reimbursement is claimed on a mileage basis. Further, I hereby authorize the Center to deduct from my pay any amount paid to me in excess of my authorized expenses as provided by Fiscal Rule 5-1.”*

Please provide me your approval by email approving this travel.

Thank you,

Traveler