



**AUTHORIZATION FOR OUT-OF-STATE TRAVEL**  
**NORTH DAKOTA PUBLIC SERVICE COMMISSION**  
 SFN 61175 (1-2017)

*Note: This form must be submitted no less than ten days before proposed travel, and prior to purchase of any plane tickets.  
 Please attach copy of conference/seminar agenda.*

Person Traveling: (Last Name)		(First Name)		Funding Unit	
Destination(s) (City and State):					
Method of Travel:					
<input type="checkbox"/> State Vehicle		<input type="checkbox"/> Commercial Air		<input type="checkbox"/> Personal Vehicle	
<input type="checkbox"/> Other (Explain)					
Date to depart from home		Date(s) of conference/seminar		Date to return home:	
Does trip include vacation days? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If travel dates change, this authorization form must be amended.					
Reason for trip:					
<input type="checkbox"/> Conference/Meeting		<input type="checkbox"/> Seminar/Workshop/Training		<input type="checkbox"/> Other	
Name of meeting/purpose of trip (do not abbreviate):					
Name of other Persons from our Agency attending this Trip/Meeting? <i>Note: Submit a separate SFN 61175 for each person at the same time.</i>					

**Estimated Cost of Trip (To nearest dollar)**

Transportation	Meals, Lodging, etc.		Registration	Rental Car*/Taxi	Total	
Speed Chart	Year	Class	Dept. ID	Fund	Project	Activity
Will any portion of the travel be paid by a third party? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Please explain:						

Signature of Person Traveling	Date
Division Director	Date
Director of Administration/Executive Secretary	Date

*Use a separate form for each individual for each trip. Do not use abbreviations to describe a meeting or trip. Send approved authorization form to the fiscal office. Retain a copy for your records.*

*\*Rental car transportation will need prior written approval from the Director of the Administration/Executive Secretary attached to the authorization for out-of-state travel.*