

**COUNTY OF ERIE**

**Air Travel Authorization**

Name \_\_\_\_\_ Vendor Number \_\_\_\_\_

Department \_\_\_\_\_

Destination \_\_\_\_\_

Purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account \_\_\_\_\_

Amount \_\_\_\_\_

Departure Date \_\_\_\_\_

Return Date \_\_\_\_\_

Approved by \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Finance

\_\_\_\_\_  
Date

**This form must be submitted to and signed by the Director of Finance prior to purchasing airline tickets. The itinerary must be sent to the Finance Department from the Travel Agent.**