

Employee Travel Request Form

Update: Jun 30 2025

➤ The Employee Travel Request Form for Minneapolis/618 employees requires an ICC/Service Approver signature, VISN/499 employees requires a Supervisor signature. **The employee is responsible for getting the appropriate signature before uploading form to the Employee Travel Request LEAF in Section 3.**

➤ Attach all documents related to the travel episode in Employee Travel Request LEAF in Section 4 to include, ITT (instructions to traveler), Cross-funded instructions, conference brochure, hotel confirmation, mileage maps (MapQuest or Google Maps.)

➤ Hotel Reservation: Employee Travel will reserve your room within Concur, unless your conference has a block of government rate rooms reserved, or you are traveling to a remote location with limited hotel availability, then you need to book your own hotel as soon as possible.

➤ As a general rule, travel authorizations are created within two weeks of the travel departure date.

(Click to follow link)

Please upload completed form and related documents to: https://leaf.va.gov/VISN23/618/employee_travel_request/

Traveler Name:

Travel Episode Title(Conference, Site Visit, Training Event):

Conference / Site Visit / Training Event Address:

Description of Travel:

Is the travel episode Cross-funded (funded by another site)? If yes, enter site:

Line of Accounting (If Known):

Date of Departure:

Date of Return:

Departure Location / City:

Destination Location / City:

Traveling by: Air Home Departure Time:

Return Departure Time:

GOV Passenger in POV/GOV POV - Number of POV miles one-way:

Do you need Employee Travel to make a hotel reservation? Yes If Yes, please enter hotel preference:

No If No, please enter hotel confirmation #:

Is a Government Travel Card being used during episode: Yes Do not have a travel card

Traveler Signature:

Print/type Name:

618/499 Approver Signature:

Print/type name:

By signing the request, the approver verifies the traveler is approved for duty-time to travel and agrees the travel episode meets the needs of the VISN 23 mission