

As a member of the State 4-H Leadership Team, we are subject to the same policy as NMSU Extension faculty. Therefore, authorization is necessary for official travel to participate in 4-H events/programs.

## **TRAVEL REQUEST NEW MEXICO 4-H LEADERSHIP TEAM**

Name \_\_\_\_\_

Requesting Authorization To Travel To \_\_\_\_\_  
City/Town

Date Of Activity \_\_\_\_\_

Travel Time: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Reason For Travel \_\_\_\_\_

I Will be Traveling With \_\_\_\_\_

Agent Request?      Yes \_\_\_\_\_ No \_\_\_\_\_

Official Chaperone \_\_\_\_\_

**PLEASE SUBMIT AT LEAST 10 DAYS PRIOR TO TRAVEL**

Authorization For Travel Approved By \_\_\_\_\_  
State 4-H Office Representative