

Authorization is necessary for official travel to participate in 4-H events/programs and receive reimbursement.

**Travel Request
New Mexico 4-H Leadership Team**

Name: _____

Traveling to: _____

Starting Travel Time: _____ End Travel Time: _____

Date of Activity: _____

Activity/Reason for Travel: _____

Traveling with: _____

Official Chaperone: _____

Must be submitted 10 days before the trip to cherylb@nmsu.edu!

Authorization for Travel: _____ Date: _____
(State 4-H Office Representative Signature)