

MEMORANDUM TRAVEL AUTHORIZATION

(PROSECUTOR OFFICE LETTERHEAD)

MEMORANDUM

TO: Prosecuting Attorneys' Council of Georgia
FROM: _____, District Attorney, _____ Judicial Circuit
DATE: _____
SUBJECT: Travel Authorization

The following named individual has been authorized to travel out-of state on official business of this office during the period indicated.

Name: _____

Dates of Travel: _____

Purpose of Travel: _____

Estimated expenses:

Item	Estimated Cost
Travel	
Lodging & Meals	
Registration fees	
Other	
TOTAL	

Typed Name
(Title)
_____ Judicial Circuit