EXHIBIT 40-A-1

1. Type the DATE the Travel Authorization was prepared.

2. Underline the PERSON requested to Authorize the trip.

3. Type the DESTINATION of the traveler (Be Specific).

4. Type the DEPARTURE and RETURN TIMES and DATES.

5. Type the PURPOSE of the trip (Be Specific).

6. ALL Methods of travel shall be checked. Circle "YES" or "NO" for state vehicle availability and type the date the VMI Motor Pool was contacted.

7. IF a State Car is requested complete the ENTIRE Box.

8. Complete the ESTIMATE of EXPENSES to include ALL expenses associated with the trip.

9. Type the ADVANCE amount requested (Athletic Use Only).

10. Type the TIME and DATE the advance is needed.

11. Type the LODGING, ADDRESS and TELEPHONE whenever possible.

12. Type the TOTAL MILEAGE to be traveled.

13. The traveler shall PRINT and SIGN their name.

14. The traveler's SUPERVISOR shall PRINT and SIGN their name.

The Travel Authorization Form shall Be Forwarded To The Proper Authority:

Athletic Director
Business Executive
Commandant of Cadets
Provost & Dean of the Faculty