**OUT-OF-DISTRICT TRAVEL REQUEST for DOEE**

Hello:

The following Department of Energy and Environment (DOEE) employee(s), (Name(s)), has/have been approved to attend (name of event/destination and brief description of reason for out- of- town travel i.e., training, seminar, tour) from (DD/MM/YYYY thru DD/MM/YYYY).

We are seeking approval from the Department of Public Works to use DOEE Fleet vehicle(s) to support this request. (Required information below.)

1. **Driver name**: (List multiple names if applicable)
2. **Destination**: (Complete Address)
3. **Departure and Return date(s)**:
4. **Vehicle(s) – tag number, make, model**:

**Thank you,**

(Name)

(Branch/Division)

Department of Energy & Environment

Government of the District of Columbia

1200 1st Street, NE, 5th Floor

Washington, D.C. 20002

(Ph:)

(Email:)