[AGENCY LETTERHEAD]

[DATE]

**EMERGENCY TRAVEL DECLARATION**

I certify that the travel undertaken for which I am seeking reimbursement constitutes emergency travel such that I was unable to complete the Trip Optimizer System prior to departure.

I understand that an “emergency” is defined as any circumstances caused by fire, flood, explosion, storm, earthquake, epidemic, riot, insurrection or when the immediate preservation of order or of public health is necessary by reason of unforeseen emergency, or when the immediate restoration of a condition of usefulness of any public building, equipment, road or bridge appears advisable, or in the case of a public utility when there is a failure of any machine or other thing used and useful in the generation, production or distribution of electricity, water or natural gas, or in the transportation or treatment of sewage; or when the delay incident to performing the calculation could cause adverse impact upon the agency, its employees or its citizens; or when the delay incident to performing the calculation would endanger public safety in a specific (not general) manner.

**EMPLOYEE SIGNATURE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATES OF TRAVEL**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved By**:

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