

# Travel Authorization Form

<b>1. Traveler</b> Address _____ _____ _____	<b>2. Department:</b> _____ _____	<b>3. TA#</b> _____ _____																												
<b>4. Trip - From:</b> _____ <b>To:</b> _____	<b>5. Date of Departure</b> _____ <b>Date of Return</b> _____	<b>Est Time</b> _____ <b>Est Time</b> _____																												
<b>6. Purpose Of Trip And How It Relates To The Employee's Work Assignment (If presenting/participating at conference attach copy of invitation.)</b> Attending: ___ Conference ___ Seminar ___ Training ___ Other Related to: ___ Scholarship/Research ___ Service ___ Teaching Purpose/Relation to Work Assignment: _____ _____																														
<b>7. Expected Benefits &amp; Statement Of Whether An Alternative Approach Could Have Achieved The Same Result</b> _____ _____																														
<b>8. Registration (Attach a copy of meeting announcement, conference schedule, or registration)</b> Registration to be paid with (please check one): Procard ___ Personal Funds ___ PO _____ \$ _____ Number of meals paid as part of registration fee*: Breakfast ___ Lunch ___ Dinner _____ *Meals provided by registrations cannot be claimed on a travel expense voucher or requested on a travel advance.																														
<b>9. Estimated Travel Expenses</b> <table style="width:100%; border: none;"> <tr> <td style="width:70%;">Air</td> <td style="width:10%;"></td> <td style="width:20%; text-align: right;">\$ _____</td> </tr> <tr> <td>Rental Car</td> <td></td> <td></td> </tr> <tr> <td>Private/state car (miles x rate) =</td> <td></td> <td></td> </tr> <tr> <td>Meals ___ days @ \$ _____ =</td> <td></td> <td></td> </tr> <tr> <td>Lodging ___ days @ \$ _____ =</td> <td></td> <td></td> </tr> <tr> <td>Misc. expenses _____</td> <td></td> <td></td> </tr> <tr> <td>Foreign Liability Coverage _____ (Call BS&amp;C for rates X2335)</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Grand Total Estimated Expenses (Section 8 &amp; 9)</b></td> <td></td> <td style="text-align: right;"><b>\$ _____</b></td> </tr> </table>			Air		\$ _____	Rental Car			Private/state car (miles x rate) =			Meals ___ days @ \$ _____ =			Lodging ___ days @ \$ _____ =			Misc. expenses _____			Foreign Liability Coverage _____ (Call BS&C for rates X2335)			<b>Grand Total Estimated Expenses (Section 8 &amp; 9)</b>		<b>\$ _____</b>				
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<b>10. Charge to:</b> <table style="width:100%; border: none;"> <tr> <td style="width:30%;">Faculty Development Funds</td> <td style="width:20%;">\$ _____</td> <td style="width:20%; text-align: center;">(Faculty Member Signature) _____</td> <td style="width:30%; text-align: center;">(Academic Finance Manager Signature) _____</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>Principal Budget Administrator Signature:</b></td> </tr> <tr> <td>University Funding</td> <td>Project ID _____ \$ _____</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Project ID _____ \$ _____</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Project ID _____ \$ _____</td> <td></td> <td></td> </tr> <tr> <td>No Funding Requested (Faculty Member Signature) _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>University funds to be reimbursed by: _____</td> <td></td> <td></td> <td></td> </tr> </table>			Faculty Development Funds	\$ _____	(Faculty Member Signature) _____	(Academic Finance Manager Signature) _____				<b>Principal Budget Administrator Signature:</b>	University Funding	Project ID _____ \$ _____				Project ID _____ \$ _____				Project ID _____ \$ _____			No Funding Requested (Faculty Member Signature) _____				University funds to be reimbursed by: _____			
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<b>11. Authorized Signatures</b> Traveler - advance requested <input type="checkbox"/> (attached) _____ <div style="text-align: right; margin-right: 100px;"><i>Traveler Signature</i></div> Department approval _____ <div style="text-align: right; margin-right: 100px;"><i>Department Head/Chair</i></div>																														
<b>13. U.S. Citizen</b> Is the payee or beneficiary of the payment U.S. Citizen or a U.S. Permanent resident Alien? Yes <input type="checkbox"/> No <input type="checkbox"/> (If "No", see the Non-Resident Alien Tax Compliance Manual)																														
<input type="checkbox"/> Maximum lodging exception (circle at least one if it applies)(See section 5 of Travel Guide for complete descriptions): ___ a. Assigned to accompany an elected official/foreign dignitary ___ b. Costs have temporarily escalated during a special event or disaster. ___ c. Affordable lodging is not available and the savings achieved from staying at a distant site is consumed by transportation costs. ___ d. Maximum benefit achieved through business interaction at lodging facility where event is held. ___ e. To comply with provisions of the ADA or when the health and safety of the traveler is at risk. ___ f. When meeting room is necessary and it's more economical to acquire a suite rather than a meeting room and a room for lodging. <input type="checkbox"/> Prior approval for car rental <input type="checkbox"/> Exception to 50 mile rule <input type="checkbox"/> Transportation authorization (Air/bus/rail) _____																														
_____ <i>Dean's Signature/PBA (Initial next to applicable boxes)</i> _____ <i>Provost or Vice President</i>																														
<b>Prior approval for travel outside the continental U.S.</b> Please forward signed copy of original to Business Services and Contracts MS 7474 _____ PRESIDENT																														