



Travel Authorization

Travel Authorization number _____

Employee Non-employee Student

SECTION I • Travel information

Name of traveler _____ Employee/Date ID# _____

For the purpose of _____
(Must be more specific than "University business, attending conference, seminar speaker or research. "DETAILS REQUIRED. Use additional sheet if necessary.)

Is travel card being used?: Yes No Load my travel card on _____ (date) for prepayment of travel expenses.

Duration of trip: From (month/day/year) _____ To (month/day/year) _____

Destination of trip: From (location) _____ To (location) _____

SECTION II • Estimated cost

	Amount
Transportation (includes Enterprise vehicle)	\$ _____
Meals and lodging	\$ _____
Other expenses (i.e., parking, gas receipts for Enterprise vehicles, reg. fees, etc.) Explain: _____	\$ _____
Estimated total cost	\$ _____

Check items to be prepaid - Attach form Registration Other - Explain

SECTION IV • Account(s) to be charged

Fund	Activity	Object	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Contact person for travel-related questions _____

I understand that my travel card has been issued to me to use in the conduct of University business, and that appropriate receipts totaling the amount of the charges will be appended to the works site within seven (7) days of return from this designated travel.

Subsequent charges will not be allowed until this travel is completely cleared. If I do not clear up the charges within seven (7) days of returning from the trip, the University may deduct the amount outstanding from my payroll check, my card will be terminated and no future advances will be permitted.

Traveler signature _____ Date _____

SECTION IV • Approval

Department Head/Dean _____ Date _____

Other required approval _____ Date _____

Office of the Controller _____ Date _____

If trip plans are altered after submission of this form, the Accounts Payable Office must be notified. The travel expense voucher for reimbursement should be submitted within seven (7) days after return to campus. Original lodging receipts must be attached to the travel expense voucher (copies of charge card receipts CANNOT be accepted in lieu of the detailed lodging receipts). Be sure to obtain other receipts whenever practical and attach them to your voucher. The University reserves the right not to reimburse expenditures without receipts.

Distribution: Original-Accounts Payable Office • Copy-Departmental records