

# Travel Authorization

Travel Authorization# \_\_\_\_\_

 Employee  Non-employee  Student

**SECTION I • Travel information**

Name of traveler \_\_\_\_\_ Employee/Datatel 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 \_\_\_\_\_ Travel card on \_\_\_\_\_ for prepayment of travel expenses.  
(card holder name) (date)

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

Destination of trip: From (location) \_\_\_\_\_ To (location) \_\_\_\_\_

**SECTION II • Estimated cost Amount**

	Amount
Transportation (includes Enterprise vehicle)	\$ _____
Lodging	\$ _____
Meals	\$ _____
Other Expenses (i.e., parking, gas receipts for Enterprise vehicle, reg. fees, etc.)	\$ _____
Estimated total cost	\$ _____

**SECTION III • Account(s) to be charged**

Fund	Activity	Object	Project	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 from the date of purchase. 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. Additionally, if a vehicle is rented, I acknowledge that I am an Authorized Driver per UNIV-AUXE-470.

Traveler signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION IV • Approval**

Department Head/Dean \_\_\_\_\_ Date \_\_\_\_\_

Other required approval \_\_\_\_\_ 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. 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.