

# REQUEST FOR TRAVEL AUTHORIZATION

(Must be completed prior to travel and attached to travel voucher for processing.)

Traveler: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Estimated Departure: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

Estimated Return: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

Source of Funds:    \_\_\_ Research (Budgeted)                    \_\_\_ ICR                    \_\_\_ Conference/Sponsor

(Check all that apply)    \_\_\_ Flight Training Operations            \_\_\_ Aircraft Maintenance    \_\_\_ Foundation

                                 \_\_\_ Another University Unit (Specify) \_\_\_\_\_

                                 \_\_\_ Other source (Specify) \_\_\_\_\_

Will you be representing any other University unit(s) on this trip?    \_\_\_ Yes    \_\_\_ No

If yes, please specify \_\_\_\_\_

Is there a possibility that this trip will, at least in part, be reimbursed from a non-University source?    \_\_\_ Yes    \_\_\_ No

If yes, please specify \_\_\_\_\_

<b>METHOD OF TRAVEL:</b>	<b>ESTIMATED EXPENSES:</b>
Air-Commercial	Meals/Per Diem:    ( <i># Days</i> )    _____    \$ _____
Air-Charter	Lodging:            ( <i># Nights</i> )    _____    \$ _____
Air-University-owned	Transportation:
Aviation Van/Car/SUV (Circle)	Air      Rail      Personal Vehicle      \$ _____
Personal Vehicle	( <i>Mileage</i> _____ @ _____ <i>per mile</i> )      \$ _____
University Car Pool Vehicle	University Car Pool Vehicle      \$ _____
Rail	Conference Registration      \$ _____
Shared ride	Misc.: ( <i>List – e.g. taxi, rental car, parking</i> )
Other (specify) _____	_____      \$ _____
	_____      \$ _____
	_____      \$ _____
	<b>Total</b> \$ _____

Traveler's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please review University travel regulations on reverse. The University may deny reimbursement of travel-related expenses for failure to comply with University policies and procedures and applicable state regulations.**

### **AUTHORIZATION OF TRAVEL**

- All travel must be authorized and approved by the appropriate administrative officer within the unit. Travel should always be arranged to serve the best interest of the University and must have a legitimate business purpose. The business expense must be incurred in connection with services performed as an employee.
- Employees should use the most direct route and the most economical transportation, taking into consideration travel time, expense, absence from campus, and convenience. Employees are reimbursed for authorized actual transportation expenses and other reasonable expenses incurred while on travel status. These travel regulations apply to travel charged to all fund sources including state, institutional, contract, grant, self-supporting, and gift funds.

### **EMPLOYEE RESONSIBILITIES**

- Employees are personally responsible that their travel arrangements meet travel regulations and that their claims for reimbursement are accurate. Improper or inadequately supported travel claims cannot be paid and may delay the reimbursement process.

### **OFFICIAL TRAVEL HEADQUARTERS**

- Travel Status - Employees are on travel status while away from official headquarters on authorized University business. Travel status begins when employees leave headquarters, their residence, or other authorized location to go directly to their destination. Travel status ends when employees return directly to headquarters, their residence, or other authorized location after completing University business.

### **Reimbursable Expenses - Examples of reimbursable expenses are:**

Transportation charges, such as airfare, rail, or bus tickets

Per diem allowances for meals

Lodging

Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees

Baggage transfer and handling, including reasonable tips

Business telephone calls and a personal call home to announce "safe arrival"

Hire of room for University business

Laundry and dry cleaning if on domestic travel status for at least 7 consecutive days

Passports and visas (employees only)

Registration fees, if the purpose of travel is attendance at conferences or official meetings

Business Services, such as computer use, facsimile, and photocopying

Taxis and shuttles, including reasonable tips

Airplane parking/tiedown, hanger rental, and landing fees

Employee travel reimbursement requests with expenses associated with one-day student field trips as long as the following three requirements are met: 1) The trip starts and ends at the campus; 2) The trip is part of the course requirements for every student in the course; and 3) The trip is completed in one day.

### **Non-Reimbursable Expenses - Examples of non-reimbursable expenses are:**

Alcoholic beverages

Coat check

Collision damage waiver insurance for motor vehicle rental (this expense is allowable for foreign travel)

Commuting expenses between an employee's residence and their headquarters

Personal Entertainment charges such as movies, spa/health clubs, sightseeing, tours, etc.

Keys locked in personal automobile

Late check-out and room guaranteed charges

Living expenses at official headquarters

Non-University related expenses

Parking tickets or other traffic fines

Personal automobile accident insurance

Spouse/family travel expense unless specific prior approval is provided in a grant or contract

Tobacco products

Towing of a personal automobile that is being used for University business travel

Travel insurance (exceptions may be requested for foreign travel)

Original, itemized receipts are required for all lodging (except for foreign per diem travel) and for other expenses exceeding \$10.00 excluding meals paid via per diem. **If the travel reimbursement form is not submitted within 60 days of the completion of travel, the reimbursement is considered taxable income to the traveler, unless a reasonable justification for an exception is presented.**