Request Travel Authorization (TA)

NOTE: YOUR TA IS DUE AT LEAST 14 DAYS PRIOR TO YOUR TRAVEL DATES
YOUR TRV IS DUE AT LEAST 30 DAYS AFTER YOUR TRAVEL DATES

Section 1: Personal Information
NAME:_____________________________________________ VIP #: ____________________
Faculty/Staff/Student (circle one)

Section 2: Purpose of Travel (provide specific details for the purpose of travel)

Section 3: Itinerary
(City, State) Date) (Time)
Departing From: ____________________________ Arriving To: ____________________________
Departing From: ____________________________ Arriving To: ____________________________

Section 4: Travel Expenses
Mileage: If a personal vehicle is used even through a state is available, you must use .50¢ per mile. If a personal vehicle is used and private car rental is not available, use .54¢ per mile (requires statement from rental indicating vehicle unavailable).

NOTE: Per diem allowance: out-of-state: B = $7, L = $9, D = $16 for a total of $32 per day
in-state: B = $6, L = $7, D = $12 for a total of $25 per day

TA - PLEASE INDICATE COST EXPECTED TO INCUR FOR THE FOLLOWING:

TRV - PLEASE INDICATE THE ACTUAL COST INCURRED FOR THE FOLLOWING:

Airfare: Hotel: Registration fee:
Mileage: x .50¢ a mile $0.00 (one way or round trip / circle option used)
# of miles x .54¢ a mile $0.00

Meals: out-of-state per diem
# of breakfasts x $7 = $0.00
# of lunches x $9 = $0.00
# of dinners x $16 = $0.00 Total meal per diem: $0.00

Meals: in-state per diem
# of breakfasts x $6 = $0.00
# of lunches x $7 = $0.00
# of dinners x $12 = $0.00 Total meal per diem: $0.00

Airport Parking: Rental car: Baggage: Cabs/Metro: Other Expense:

Total Amount of all Expenses: $0.00 Close out TA (check one)
Account to be Charged: ____________________________ YES No

Traveler’s Signature Date Approval Signature Date

Business Manager:__________________________ ________ TA # ________________________

Updated 2/10/2016