

TRAVEL AUTHORIZATION FORM

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* ALL TRAVEL AUTHORIZATIONS NEED TO BE FULLY SUBMITTED 30 DAYS PRIOR TO THE DEPARTURE DATE

TRAVELER INFORMATION

EMPLOYEE NAME: _____ EID /STUDENT ID #: _____

DUTY POST: _____ TYPE: EMPLOYEE STUDENT DCC

RESEARCH / BUSINESS PURPOSE

SUBMIT ATTACHMENT: EVENT ANNOUNCEMENT FLIGHT ITINERARY LODGING INFO OTHER _____

ACCOUNTING INFORMATION

PAID BY HOST: INSTITUTE: _____ TRAVEL ADVANCE NEEDED:

ACCOUNT NUMBER: _____ UNIT: _____ ADVANCE AMOUNT: \$ _____

ACCOUNT AND/OR UNIT RESPONSIBLE FOR ANY CHARGES IF INCURRED CHECK DIRECT DEPOSIT

TRAVEL ADVANCE: 10 DAYS TO PROCESS/ ISSUED 5 BUS. DAYS BEFORE DEPARTURE/ RECEIPTS ARE DUE WITHIN 30 DAYS OF RETURN

TRAVEL DETAILS

FY BLANKET TRAVEL: _____

START DATE - END DATE

TRAVEL TYPE: IN-STATE _____ MILES FROM DUTY POST DOMESTIC

(MUST BE 35 MILES FROM HOME/DUTY POST)

FOREIGN REGISTRY#: _____

(MUST BE FULLY SUBMITTED & APPROVED 30 DAYS PRIOR TO TRAVEL)

PRIMARY
DESTINATION:

CITY STATE COUNTRY

CITY/STATE/COUNTRY DEPARTING FROM: _____ CITY/STATE/ COUNTRY RETURNING FROM: _____

DEPARTURE DATE: _____ RETURN DATE: _____

30 DAY TRAVEL: NUMBER OF WORK DAYS: _____ PERSONAL DATES: _____

*IF WORK DAYS EXCEEDS 30: DAY 1 THRU 7 WILL BE REIMBURSED AT THE FULL POLICY
RATE & AFTER IT WILL BE 50% MEALS / 25% LODGING ** COST COMPARISONS ARE REQ. AT TIME OF PURCHASE IF NOT A
DIRECT FLIGHT TO PRIMARY DESTINATION *

EXCEPTIONS

DESIGNATED LODGING:

MODE OF TRANSPORTATION:

JUSTIFICATION/REASON:

(EX. CAR UPGRADE/AIRLINE UPGRADE/EXTRA BAGGAGE)

PERSONAL VEHICLE

MOTOR POOL VEHICLE

RENTAL CAR

P-CARD PURCHASE: AIRPLANE

WITH INTERNATIONAL TRAVEL THE "FLY AMERICA ACT" APPLIES / AN EXPLANATION IS REQUIRED FOR ALL TYPES OF UPGRADES

TRAVELER AGREEMENT AND FUNDING APPROVAL

TRAVELER SIGNATURE

DATE

PI / CO-PI / DELEGATE SIGNATURE

DATE