

# Travel Requests

College of Agriculture and Applied Sciences / Extension

# Travel Authorizations

- TA's should complete the approval process before travel begins. If it has not been approved there is no guarantee that your travel will be reimbursed.
- Year-long (open TAs) should be for mileage only. These are for under 12-hr/day trips.
- Include actual dates of meeting and/or conference. Attach agenda for conference.
- Attach or include itinerary in the comments. Include personal days or multiple destinations with dates.
- When requesting Automobile at Airfare Rates use Travelocity or similar online tools to research the average cost of airfare for the destination at least two weeks before travel. Attach the airfare comparisons to the TA, along with estimated associated expenses for flying i.e., mileage, parking, transportation, baggage, etc.

Submit a travel authorization prior to traveling on University business.

Submit this Item

Submit Now

## TRAVEL AUTHORIZATION

This form is used to request pre-travel authorization.

Complete the [Travel Reimbursement](#) form for all pre-travel & post-travel reimbursements.

*Note: If documentation is required, drag & drop documentation onto this request form to attach.*

Create a nickname for your TA. This may be selected when submitting your Travel Reimbursement.

\* Enter a Nickname for your TA

Example nickname:

June 2015 Blackboard Conf.

\* Department paying travel costs

Department's College

Select the option(s) that apply to your travel, then complete the respective section(s) below.

Options

Airfare

Registration

Options

Lodging

Meals

Options

Transportation

Parking

Options

Mileage

Other

Traveler Information

Does the Traveler have a University A-Number?

\* Employee Name or A-Number

A-Number

\* Email

Phone

Additional Travelers

Select Anticipated Expenses

Enter A#

Tab over and the rest of the information will populate.

Additional Travelers

If traveling with other USU Employees or youth who will not be submitting a Travel Authorization.

If traveling with someone you are related to please fill out Companion Travel Approval Form.

[http://travel.usu.edu/files/companion\\_travel\\_approval.pdf](http://travel.usu.edu/files/companion_travel_approval.pdf)

Live Chat

## [-] Travel Information

\* No. of Days - include travel days

\* Purpose

\* Description

### Description

- Event title, mileage
- Include event dates

## [-] Index Information to charge travel expenses

Index Number (A#####)

Percent or Dollar Amount

### Index

If more than one index please indicate percent or dollar amount.

For example:

#### Dollar Amount

A00000 600.00

A00001 remaining

#### Percent

A00000 60

A00001 40

## [-] Travel & Expense Information

\* Departure (City, State, Country)

\* Destination (City, State, Country)

\* Departure Date (2016-01-01)



Departure Time (specify AM or PM)

\* Return Date (2016-01-01)



Return Time (specify AM or PM)

If multiple destinations, enter each destination

International Travel?

No  Yes - add SOS insurance

## Multiple Destinations

If multiple destinations indicate dates at each destination

[-] Registration Information

Conference / Workshop

Select Registration Method

Registration Amount

**Registration**  
Conference title and dates  
of conference.

[-] Airfare Information

Select Airfare

Estimated Airfare Amount

Baggage Fees

Depart Airline

Return Airline

Depart Flight #

Return Flight #

**Airfare and Lodging**  
Fill out as much  
information as possible.

[-] Lodging Information

Select Lodging Type

▶ Lodging will be reimbursed...

Number of Nights

Hotel

Rate per Night (do not include \$ symbol)

Estimated Lodging Amount

[-] Transportation Information (select all that apply)

Motor Pool

Estimated Motor Pool Costs

Taxi, Bus, Shuttle

Estimated Taxi, Bus & Shuttle Costs

Auto Rental

Estimated Auto Rental Cost

Department Vehicle

Estimated Department Vehicle Cost

[-] Mileage for personal vehicle

Number of Miles

Estimated Mileage Reimbursement

Pickup/SUV - select yes if use of vehicle has a university purpose (ie: hauling a trailer with supplies)

If driving pickup or SUV please indicate reason in the comments.

[-] Parking Information

Estimated Parking Charges

[-] Other Expenses Information

Other Expenses

Other Expenses Amount

**Other Expenses**  
Explain other expenses

Meals - Enter the meals not provided. Per Diem amounts are show for each meal. Do not include '\$' when entering values.

Breakfast (Per Diem: 8.62)	Lunch (Per Diem: 10.35)	Dinner (Per Diem: 15.53)	Total
<input type="text" value="8.62"/>	<input type="text" value="10.35"/>	<input type="text" value="15.53"/>	<input type="text" value="34.50"/>

Day 1 (\$46.00 All Meals - Standard Day Amount)

Breakfast (Per Diem: 11.50)	Lunch (Per Diem: 13.80)	Dinner (Per Diem: 20.70)	Total
<input type="text" value="11.50"/>	<input type="text" value="13.80"/>	<input type="text" value="20.70"/>	<input type="text" value="46.00"/>

Day 2 (\$46.00 if all meals are included)

Breakfast (Per Diem: 11.50)	Lunch (Per Diem: 13.80)	Dinner (Per Diem: 20.70)	Total
<input type="text" value="11.50"/>	<input type="text" value="13.80"/>	<input type="text" value="20.70"/>	<input type="text" value="46.00"/>

Day 3 (\$46.00 if all meals are included)

Breakfast (Per Diem: 11.50)	Lunch (Per Diem: 13.80)	Dinner (Per Diem: 20.70)	Total
<input type="text" value="11.50"/>	<input type="text" value="13.80"/>	<input type="text" value="20.70"/>	<input type="text" value="46.00"/>

Travel Return Day (\$34.50 All Meals - Standard Day Amount)

Breakfast (Per Diem: 8.62)	Lunch (Per Diem: 10.35)	Dinner (Per Diem: 15.53)	Total
<input type="text" value="8.62"/>	<input type="text" value="10.35"/>	<input type="text" value="15.53"/>	<input type="text" value="34.50"/>

Comments by Traveler

Submit Now

## Meals

Remove any meals that will be provided.

## Comments

Comments are very important. Please leave comments about personal days, other expenses, etc.

# Travel Reimbursements

- Itemized receipts must be attached. If possible attach as one document. Circle reimbursable amounts. Include notes or calculations to clarify a confusing receipt. Include receipt for items not being reimbursed for but pertain to the travel (registration, airfare purchased through Christopherson, etc.)
- Include actual dates of meeting and/or conference. Attach agenda for conference.
- Attach or include itinerary in the comments. Include personal days or multiple destinations with dates.
- When prorating expenses (personal travel, etc.) show this clearly on the receipt.
- For mileage reimbursement include map.
- TR's for open TA's should not have food/lodging. These are only for day trips with fewer than 12 hours. Include a mileage log with date, miles and purpose.
- Include notes about anything that is out of the ordinary.

Submit travel reimbursements for University related travel and expenses.

Submit this Item  
**Submit Now**

## TRAVEL REIMBURSEMENT FORM

This form is used to request reimbursement for travel expenses. Receipts are required for reimbursement.

[Click here to attach receipts and supporting documentation](#)

### Select your TA (if available) and the options that apply to your Travel Reimbursement

\* Select your TA (prior 12 months available)

-- None --

\* No TA Available?

-- None --

\* Department paying reimbursement costs

College

TA Number (if available)

### Select the options that apply to your Travel Reimbursement

Options

- Airfare
- Registration

Options

- Lodging
- Mileage

Options

- Meals
- Transportation

Options

- Parking
- Other Expenses

### Traveler Information

Does traveler (requested for) have an existing A-Number?

Yes

\* Traveler's Name or A-Number

Email

A-Number

Phone

If TA was submitted through Service Now Select TA. This will autofill the rest of the form. If not select reason. You will need to fill out the rest of the form.

Make any changes

Information submitted with TA

Registration

Lodging

Airfare

Airfare - Baggage

Motor Pool

Taxi, Bus, Shuttle

Auto Rental

Parking

Department Vehicle

Mileage Reimbursement

Other Expenses

TA Payment Method

TA Payment Method

TA Payment Method

Reimbursement Amounts & Method of Payment

Registration Amount

Lodging Amount

Airfare Amount

Airfare - Baggage Costs

Motor Pool Amount

Taxi, Bus, Shuttle Amounts

Auto Rental Amount

Parking Amount

Department Vehicle Amount (if any)

Number of miles traveled

Other Expenses

Payment Method

Fill in amounts and payment method. For Other Expenses list what expense was for in the comments.

Meal Reimbursement(s)

Travel Day

Breakfast (per diem \$ 8.62)	Lunch (per diem \$ 10.35)	Dinner (per diem \$ 15.53)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day 1

Breakfast (per diem \$ 11.50)	Lunch (per diem \$ 13.80)	Dinner (per diem \$ 20.70)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day 2

Breakfast (per diem \$ 11.50)	Lunch (per diem \$ 13.80)	Dinner (per diem \$ 20.70)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day 3

Breakfast (per diem \$ 11.50)	Lunch (per diem \$ 13.80)	Dinner (per diem \$ 20.70)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day 4

Breakfast (per diem \$ 11.50)	Lunch (per diem \$ 13.80)	Dinner (per diem \$ 20.70)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day 5

Breakfast (per diem \$ 11.50)	Lunch (per diem \$ 13.80)	Dinner (per diem \$ 20.70)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day 6

Breakfast (per diem \$ 11.50)	Lunch (per diem \$ 13.80)	Dinner (per diem \$ 20.70)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day 7

Breakfast (per diem \$ 11.50)	Lunch (per diem \$ 13.80)	Dinner (per diem \$ 20.70)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day 8

Breakfast (per diem \$ 11.50)	Lunch (per diem \$ 13.80)	Dinner (per diem \$ 20.70)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Return Day

Breakfast (per diem \$ 8.62)	Lunch (per diem \$ 10.35)	Dinner (per diem \$ 15.53)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Meals

Insert or remove any amounts.

Include a schedule or agenda for events whenever possible to confirm meals provided and dates of events.

If claiming actuals put the amount on the receipt. If reimbursement for actual costs for any given meal is requested, then ALL meals for THAT DAY of travel must be reimbursed at actual costs.

Travel Days are always first and last day and paid at 75%.

For single day travel where the individual is in travel status for more than 12 hours but is not required to stay overnight, the meal reimbursement will be at the actual cost or 75%.

Index Information to charge travel expenses

Index Number (A####)  Percent or Dollar Amount

Comments by Traveler

Total Estimated Travel Amount

Estimated Amount

**Comments**  
Please leave comments. This will help to get the TR processed without having to ask questions.

Estimated amount will not be correct if there is mileage reimbursement.

**Index**

Check Index and correct if necessary.

Once index has been entered another box will populate for multiple indexes.

Please enter amount or percentage that should go to each index.

Be clear about remaining amounts.  
For Example:  
A00000 600.00  
A00001 200.00  
A00002 Remaining