

TA No.

UNIVERSITY OF ALASKA TRAVEL AUTHORIZATION

Traveler's Name : A Dept. Name : L
Social Sec. No. : B Dept. Contact : M
Employee C Non Employee Student Volunteer Dept. Phone : N
Home Address : D Dept. Address : O
Reason for Trip : E TR Used for Car Rental []No []Yes # P
TR Used for Airfare []No []Yes # Q
Dept. Travel Card Used []No []Yes # R
Dept. PCard Card Used []No []Yes # S
Other Procurement Used []No []Yes # T
Travel From : F Comments U
Travel To : G
Date Leaving : H Return Date : I
Meeting Dates : J =>Agenda/Schedule must be provided for all conference travel.
Personal Leave Dates : K =>Comparison Itinerary Must be provided when personal leave dates are included.

Meals and Incidentals :

Per Diem V Actual W
Lower of Per Diem or Actual X

Lodging greater than 1.5 Standard (Per Diem) Rate
Y

Travel Administrator (or Designee) Approval Required

Estimated Costs:

Transportation : Mode of Travel Z \$ AA
Lodging BB Days at \$ CC \$ AA
Meals DD Days at \$ EE \$ AA
* Car Rental FF \$ AA
Other (specify) GG \$ AA
TOTAL TRAVEL \$ LL

* I understand I must request the discount rate offered to government agencies and obtain the most economical rate available. Insurance costs will not be reimbursed. Exceptions must be approved in advance by the travel administrator.

** I understand that a travel advance must be cleared when the travel expense report is filed, and if not cleared within 30 days of return that the advance may be withheld from my pay check. Travel Advance (If Applicable) Amount Requested: HH

I will ensure that an expense report, with required documentation, is submitted within 15 days after travel has been completed. Regent's Regulation R05.02.06 A. 14. b. (2) Original receipts should be submitted. If not submitted, the reason for the failure to do so must be explained on the expense report.

Traveler's Signature : II Date :
Supervisor / Dept. Head : JJ Date :
Dean/Director (out of state approval) : KK Date :

Signatures above attest that information recorded on form is a true, accurate, and complete representation of intentions related to performance of university-related business activities. If for any reason the travel as requested is changed, a revised request will be submitted immediately for approval. No travel is to be performed until an approved authorization for specific dates is returned to the traveler.

Encumbrance Maintenance

TA No.

TOTAL TRAVEL AMOUNT LL

Table with columns: Fund, Orgn., Acct., Amount. Rows: MM 1, NN 1; MM 2, NN 2. Total: \$ PP

Less Travel Card Amount < - OO >
Less ProCard Depart. Card Amount < - OO >
Less Other Amount(s) < - OO >

Encumbrance Total \$ PP

Entered By : QQ Date : RR Comments: SS

A Travel Authorization Form must be completed and approved by the appropriate individuals before any financial commitment of university travel begins. Form must be completely filled in—no blanks. Enter N/A not applicable for fields that do not pertain.

- A. Full, legal name of traveler
- B. Traveler's Identification number, social security number or EIN. Required for IRS tax reporting procedures.
- C. Check appropriate box for traveler status. NOTE: Travelers who are on university funding but who are not university employees are NOT COVERED by university insurance at any time. Contact the Office of Risk Management for clarification of non-employee traveler's coverage.
- D. Home address/ mailing address of traveler; affects account code for in-state, out-of-state, etc
- E. Reason(s) for trip should cover all dates of university-paid travel. Detail information should include name of conference, meetings with whom or about what. I.e. 'Meeting' is not enough information. Do not use Acronyms.
- F. Initial departure point
- G. Include all stops related to university business (not layovers at airports waiting for connections)
- H. Date of initial departure from duty station
- I. Date of final return to duty station
- J. Start and stop dates for university business
- K. Dates that traveler is in travel status but is not directly engaged in university business; includes weekends, holidays, and personal leave time
- L. Name of department preparing travel authorization
- M. Name of person preparing travel authorization paperwork
- N. Phone number of person preparing travel authorization paperwork
- O. Mailing address of person preparing travel authorization paperwork
- P. Check box yes or no. Do not leave blank. If yes, enter six digit TR number issued for traveler's car rental. Note: TR's are NEVER to be issued for non-employee use!
- Q. Check box yes or no. Do not leave blank. If yes, enter six digit TR number issued for traveler's air fare.
- R. Check box yes or no. Do not leave blank. If yes, enter tracking number from purchase or airline ticket.
- S. Check box yes or no. Do not leave blank. If yes, enter tracking number from payment of conference/class fees.
- T. Check box yes or no. Do not leave blank. If yes, enter tracking number from requisition, purchase order, call number, service voucher from contract, or other use of university funding.
- U. Note any unusual circumstances related to trip. Example: traveler is using mileage ticket at no cost to University
- V-W-X Employees and others authorized to travel may be reimbursed for subsistence expenses at actual cost for lodging plus per diem rates for meals and incidental expenses, or at actual costs for all expenses. Reimbursement for the actual cost of meals may not exceed the per diem allowance for meals and incidental expenses. Check the appropriate boxes to indicate method of reimbursement for this trip. Note: original receipts are required if 'Actual' or 'Lower of Per Diem or Actual' are checked.
- Y. Review/approval of a lodging expense greater than 1.5 standard rate in Regent's Regulations is required PRIOR TO TRAVEL. **Do not make lodging reservations/deposits/purchase orders prior to approval of Travel Administrator.**
- Z. Fill in airline, personal vehicle, bus, university vehicle, etc.
- AA. Total dollar amount for university expense **regardless of payment process**. Note: these are estimates. Round dollar figures without pennies are expected. Include amounts paid via TR's, personal credit card, departmental travel or procurement cards, journal entries from other university departments.
- BB. Number of bed nights provided by university funding at
- CC. Rate for each bed night provided by university funding (include applicable taxes and surcharges in amount)
- DD. Number of meal quarters provided by university funding at
- EE. Rate for each per diem day. Rate may vary depending on destination. This is an estimate; okay to round.
- FF. Travelers must utilize the most economical transportation available, unless such transportation is not available within a reasonable time period, will result in a higher overall cost, or is otherwise not in the best interest of the university. Note: The university's insurance of rental vehicles is effective only when the vehicle is being used for authorized purposes by an authorized driver. Employees who use a vehicle that has been rented for university business for non-work related activities should know they are NOT COVERED by university insurance during those personal use time frames. Travelers who are on university funding but who are not university employees are NOT COVERED by university insurance at any time. If car rental is authorized, include in estimated amount all related taxes and fees.
- GG. List miscellaneous expenses estimated for trip.
- HH. Total estimated for trip. Enter the same amount in Total Travel Amount for encumbrance calculation.
- II. Dollar amount requested for travel advance (cannot be more than 80% of traveler's projected expense reimbursement)
- II. JJ. KK Signatures of review/approval
- MM1 and MM2 Fund/ Org/ Account code information for one or more lines of accounting
- NN1 and NN2 Amount to be encumbered to one or more FOAPAL
- OO. Amounts to be paid from sources other than by traveler. Deduct from Total Travel Amount to reach
- PP. Amount to be encumbered.
- QQ. Signature of person completing encumbrance entry on Banner Finance
- RR. Date of encumbrance posting on Banner Finance
- SS. Any notes pertinent to travel