Sample

**DIXIE STATE UNIVERSITY**

**REQUEST FOR TRAVEL AUTHORIZATION**

**Name:**

**Dixie ID:**

**Destination of Trip:**

**City & State**

- Be specific – ex: Attend UPAC Conf.

**Purpose of Travel & Comments:**

**Departure Date:**

**Return Date:**

**Planned Mode of Transportation:**

- Sedan/Minivan/SUV
- Bus
- Other Bus
- Dealer Vehicle
- Rental Vehicle
- Personal Vehicle
- Commercial Airline
- Other:

**Mark all that will be used.**

**FACULTY:**

How will you cover your teaching responsibilities?

**OFFICE USE ONLY**

- Budget Approval
- Notes
- Encumbrance #

**APPROVAL AND ACCOUNTING INFO**

- TRAVEL APPROVED AND PERMISSION GIVEN TO CHARGE FOR COSTS OF THIS TRIP.

- Budget Administrator
- Index Code
- Budget Administrator
- Index Code
- TRAVELLER’S SUPERVISOR (signature required)

**INSTRUCTIONS:**

1. Traveler completes request
2. Traveler obtains Supervisor’s signature
3. Traveler obtains Budget Administrator’s signature approving expenditures
4. Traveler retains last copy
5. Traveler submits remaining copies to Purchasing Office at least five days prior to departure

**ESTIMATED COST OF TRIP**

| 1. Transportation |  
| 2. Meals |  
| 3. Lodging |  
| 4. Conference Registration Fee |  
| 5. Other |  
| **TOTAL:** |  

If Will You Need An Advance? □ Yes □ No

Amount of Advance Needed: Account 110030-121200

PLEASE NOTE: Travel advances are available for group travel only. The advance is a short-term loan from a special loan account which is not the same as the index code(s) your trip will be charged to. The loan is for your conference in conducting university business. Appropriate documentation for actual expenditures should be submitted when you return from your trip. Any unused travel advance money is due within 30 days from the date you complete your trip.

DAY MEALS: Meals reimbursed for travel required by the university, but where the employee returned the same day, are required by the IRS to be treated as income to the employee and reported on a W-2 form.

If the travel claim and supporting receipts are not filed within 60 days of your return, payroll deductions will be automatically made from your paycheck until either the loan is repaid or until proper paperwork is submitted. Subsequent travel advances will be denied until the problem is resolved.

We would be happy to send your conference registration fee in for you with a check if you would like us to. Fill in the name of the entity we are to write the check to as well as the amount of the check in this box. Attach an invoice or registration form to your TA and we’ll send the check off for you.

It is important to estimate as carefully as possible, because if you go over your budget by more than 10%, we need an additional signature on your claim form.

If Faculty outline clearly how your classes will be covered.