TRAVEL AUTHORIZATION

The University of Arizona

ESTIMATED TRAVEL EXPENSE WORKSHEET (OPTIONAL)

☐ Out of State – Domestic ☐ Out of State – Foreign ☒ In State

Private Vehicle Odometer readings

Mileage: Start _____ End _____ Total miles 0.00 $ _____.

Lodging: Designated ☒ Yes ☐ No $ _____.

Meals and Incidentals: $ _____.

Public Transportation: University vehicle ☐ Yes ☒ No

Private Aircraft _____.
Commercial Aircraft Coach _____.
Commercial Aircraft First Class _____.
Charter Aircraft _____.
Taxicabs _____.
Rental Vehicle _____.
Other – specify _____, _____.
_____, _____.
_____, _____.

TOTAL PUBLIC TRANSPORTATION: $ 0.00.

Miscellaneous: Registration fees _____.

Parking fees;
Telephone; fax;
postage; other: _____. _____.

TOTAL MISCELLANEOUS: $ 0.00.

Total Estimated Expense (carry total to front of form): $ 0.00.

Travel Authorization (TA) Part 1 Form Instructions

IMPORTANT: A Travel Authorization must be completed prior to all official University travel activities even if travel expenses will not be charged t the University. This ensures that travel plans are authorized, that funds are available and the traveler while in travel status is insured through Risk Management.

Section 1 – Traveler and Departmental information

- Record the name and social security number of the Traveler and his or her affiliation with the University. Employee is defined as a person who is receiving a University paycheck.
- Record the department name, address and contact person and phone. The contact person should be someone who can answer all questions about the trip.

Section 2 – Travel Order

- Explain the purpose of the trip. Be brief and concise.
- Record the proposed route, listing the major cities through which the Traveler will travel.
- Indicate the mode of transportation and the duty post, if any. A duty post is a location at which the majority of normal working hours are spent.
- Indicate the city and date from which the traveler will be leaving and the city and date from which the traveler will be returning.
- Indicate any conference dates and any personal dates.
- Indicate if designated lodging will be used. Attach a copy of the page from the conference brochure indicating the conference designated lodging.
- Record the total estimated cost of the trip. An optional worksheet to estimated expenses is provided as part of the form instructions.
- Provide the FRS account number(s) to which the trip will be charged. The Travel Office will determine the appropriate object codes.

STOP!!! Separate the first three pages from the last three pages. Complete the last three pages when the traveler returns from his or her trip.

NOTE: Instructions for the bottom half of this section and the Travel Expense Report continue on the back of this page.