UTSA. Business Service Center
College of Sciences

Request for Travel Authorization (RTA)

RTA must be final approved before the first day of travel; otherwise the travel is considered unauthorized and treated as an exception requiring Vice President approval. The following information is needed to complete the RTA:

Traveler's Name		EMPL ID (begins with 100 or 600)	
Departure Date		Return Date	
Destination (city, state)		Cost Center/ Project ID	
Purpose for Travel			
Benefit to UTSA			
Disposition of Duties while traveling			

Estimated expenses for travel. For registrations, please send attachments of conference itinerary, event flier, or invitation.

Registration		Airfare	
Lodging		Lodging Tax	
Meals		Rental	
Parking		Other Transportation	
Mileage:		Incidentals. Please explain in the comments below.	

Total Travel Requested:

Additional information such as conference name, split expenses, no cost to the university, etc.

Requestor's Name: _____ Date: _____

Supervisor's Approval (This is needed if the cost center or project does not route to the Supervisor).

Name: _____ Signature: _____ Date: _____

Revised 3/18/2022