

## Department of Earth &amp; Planetary Sciences

## Request for Travel Authorization Form - (faculty/staff/student employees)

Date: \_\_\_\_\_

This request form is required when conducting University business for in-state, out-of-state, or foreign travel.

Note: Last minute requests will NOT be processed. Requests must be FINAL approved prior to trip date.

TRAVELER INFORMATION: Traveler Name: \_\_\_\_\_ EMPL ID: \_\_\_\_\_ 6001xxxxxx

TRIP INFORMATION: Trip Departure &amp; Return Date: \_\_\_\_\_ - \_\_\_\_\_ Foreign travel: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

Destination\* (Domestic travel list names of city and state; foreign travel list city and country): \_\_\_\_\_

Reason for Travel: If attending a conference, list conference name. \_\_\_\_\_

**Estimated Expenses** (List all expenses you anticipate requesting reimbursement.)

Airfare*	\$ _____	Lodging	\$ _____	check here: _____
Rental Car*	\$ _____	Lodging Tax	\$ _____	Find lodging tax via internet for area you're visiting.
Taxi/Cab	\$ _____	<b>MEALS (choose one):</b> First and last day of travel will be prorated.		
Train/Bus:	\$ _____	Meals-Per Diem	\$ _____	Meals Actual \$ _____

Mileage	_____	X Rate	_____	= Mileage Cost	\$ _____
Fuel	\$ _____	Fuel cost for rental vehicle or personal vehicle			

**FEES:**

Registration Fee	\$ _____	Parking Fee	\$ _____	Baggage Fee	\$ _____
Abstract Fee	\$ _____	Park Entrance Fee	\$ _____	Incidentals	\$ _____

Number of days claimed: \_\_\_\_\_ Encumbrance Amount: \$ \_\_\_\_\_

If **no cost** to UTSA, please check here: ☐
**FUNDING:** (Provide Cost Center or Project ID, if known)

Cost Center/Project ID: \_\_\_\_\_ If additional Cost Center/Project ID list here: \_\_\_\_\_

Title of Cost Center/Project ID: \_\_\_\_\_

**ACKNOWLEDGEMENT FOR SPONSORED STUDENT FIELD TRIPS:**

If a driver for a sponsored field trip, please check here that you have read the UTSA policies regarding student travel.

<http://utsa.edu/hop/chapter5/5-18.html>:

**SIGNATURES:**

Per diem information <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Individual Requesting Travel \_\_\_\_\_

Travel Info: <https://www.utsa.edu/financialaffairs/services/disbursements-travel/travel/index.html>
**FOR DEPARTMENT USE ONLY**

Request received on: \_\_\_\_\_

Pre Budget Checked: \_\_\_\_\_ Initials: \_\_\_\_\_

Processed on: \_\_\_\_\_

Travel Authorization ID: \_\_\_\_\_

CLIBA: \_\_\_\_\_ Yes/No Initials: \_\_\_\_\_

Fund \_\_\_\_\_ Function \_\_\_\_\_ Dept ID \_\_\_\_\_ Bus Center \_\_\_\_\_ Activity \_\_\_\_\_