



TRAVEL AUTHORIZATION

(Rev 11/07)

An approved TA must be submitted to the Travel Office at least two weeks prior to travel

TA #
ORIGINAL REVISED
DATE

TRAVELERS NAME	WORK PHONE/EXT
BANNER ID #	E-MAIL

STATUS (EX: FT FAC, FT STAFF, STUDENT, ETC.)

COLLECTIVE BARGANING UNIT: AAUP MGMT SUOAF-AFSME OTHER

ITINERARY		DEPART		RETURN		CARRIER INFO
FROM	TO	DATE	HOUR	DATE	HOUR	FLIGHT/RAIL/BUS/AUTO

OBJECT AND NECESSITY OF TRAVEL (attach relevant travel documents Ex: Conference announcement)

TYPE OF TRANSPORTAION
 AIR (IF FLYING OUT OF BRADLEY A PARKING PERMIT IS REQUIRED) PERMIT REQUESTED? YES NO
 PERSONALLY OWNED CAR STATE OWNED VEHICLE
 (COPY OF DECLARATION PAGE OF INSURANCE POLICY REQUIRED. ATTACH LIST OF ADD'L RIDERS)

TRAVEL ADVANCE REQUESTED? YES NO

AMOUNT OF REQUEST _____ ****TRAVEL ADVANCE AGREEMENT MUST BE SIGNED****

Airfare/Rail	Lodging
Taxi	Conference Hotel
Rental Car (attach justification)	Hotel Tax
Personal Mileage _____ MI@ _____ RATE	Meals (Per Diem Rate \$ _____) www.gsa.gov
Parking/Toll	Registration
Other _____	TOTAL ESTIMATED COSTS

FUND	ORG	ACCT	AMOUNT	BUDGET AUTH APPROVAL

Travelers Signature:	Date:	
Supervisor/Approving Auth:	Date:	
Budget Auth (if different than Supervisor):	Date:	
Chair/Dean/VP/Pres Approval:	Date:	
Travel Office:	Date:	Encumbered: