



TRAVEL AUTHORIZATION

(Rev 7/2018)

****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.) | DEPARTMENT |
| COLLECTIVE BARGAINING UNIT: AAUP MGMT SUOAF-AFSME OTHER | |

| ITINERARY | | DEPART | | RETURN | | CARRIER INFO AIR/RAIL/BUS/AUTO |
|-------------------|----|--------|------|--------|------|-----------------------------------|
| HOME/DUTY STATION | TO | DATE | HOUR | DATE | HOUR | |
| | | | | | | |

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

TYPE OF TRANSPORTATION
 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)

| | Yes | Vendors FEIN # (Mandatory) | Amount | For Accounts Payable Use Only | |
|----------------------|-----|----------------------------|--------|-------------------------------|---------|
| | | | | Inv # | Ck Date |
| Prepay Registration | | | | | |
| Prepay Lodging/Hotel | | | | | |
| Travel Advance | | | | | |

| | |
|--|--|
| Airfare/Rail P-Card or Foreign Wire | Lodging (incl tax) P-Card or Foreign Wire |
| Taxi P-Card | Meals (Per Diem Rate \$) www.gsa.gov |
| Rental Car (attach justification) P-Card | Registration P-Card or Foreign Wire |
| Personal Mileage @MI Rat | Other P-Card or Foreign Wire |
| Parking/Toll | TOTAL ESTIMATED COSTS |

| INDEX | ACCT | AMOUNT | BUDGET AUTH APPROVAL |
|-------|------|--------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |

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