Travel Requests

College of Agriculture and Applied Sciences / Extension

Travel Authorizations

- TA's should complete the approval process before travel begins. If it has not been approved there is no guarantee that your travel will be reimbursed.

- Year-long (open TAs) should be for mileage only. These are for under 12-hr/day trips.

- Include actual dates of meeting and/or conference. Attach agenda for conference.

- Attach or include itinerary in the comments. Include personal days or multiple destinations with dates.

- When requesting Automobile at Airfare Rates use Travelocity or similar online tools to research the average cost of airfare for the destination at least two weeks before travel. Attach the airfare comparisons to the TA, along with estimated associated expenses for flying i.e., mileage, parking, transportation, baggage, etc.

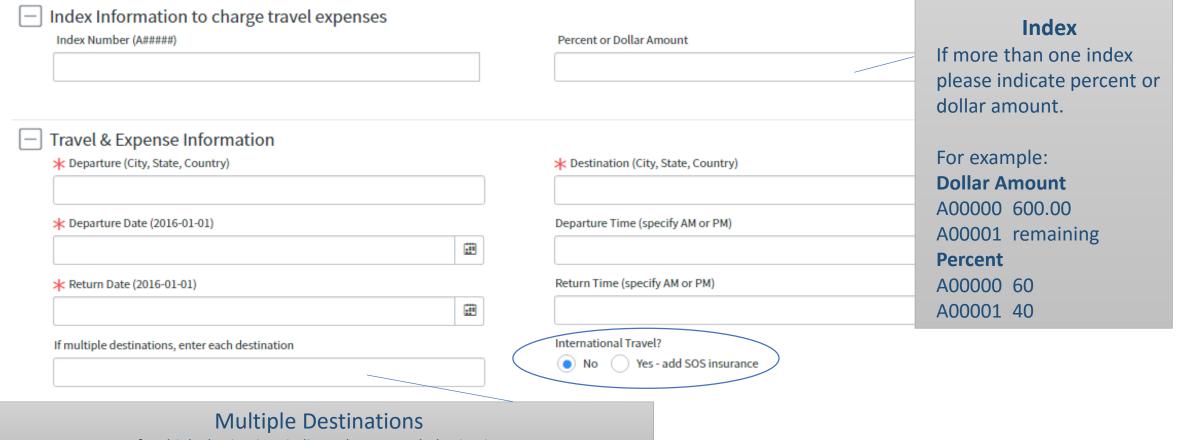Submit a travel authorization prior to traveling on University business.

TRAVEL AUTHORIZATION

This form is used to request pre-travel authorization.

Complete the _Travel Reimbursement_ form for all pre-travel & post-travel reimbursements.

Note: If documentation is required, drag & drop documentation onto this request form to attach.

Select Anticipated Expenses

[−] Create a nickname for your TA. This may be selected when submitting your Travel Reimbursement.

* Enter a Nickname for your TA

Example nickname:

June 2015 Blackboard Conf.

* Department paying travel costs

🔍

Department's College

[−] Select the option(s) that apply to your travel, then complete the respective section(s) below.

Options
☐ Airfare
☐ Registration

Options
☐ Lodging
☐ Meals

Options
☐ Transportation
☐ Parking

Options
☐ Mileage
☐ Other

Enter A#
Tab over and the rest of the information will populate.

[−] Traveler Information

Does the Traveler have a University A-Number?

Yes ▾

* Employee Name or A-Number

🔍

A-Number

* Email

Phone

Addtional Travelers

Additional Travelers
If traveling with other USU Employees or youth who will not be submitting a Travel Authorization.
If traveling with someone you are related to please fill out Companion Travel Approval Form.
http://travel.usu.edu/files/companion_travel_approval.pdf

Live Chat

Travel Information

* No. of Days - include travel days

-- None -- ▾

* Purpose

-- None -- ▾

* Description

Index Information to charge travel expenses

Index Number (A#####)

Percent or Dollar Amount

Travel & Expense Information

* Departure (City, State, Country)

* Destination (City, State, Country)

* Departure Date (2016-01-01)

Departure Time (specify AM or PM)

* Return Date (2016-01-01)

Return Time (specify AM or PM)

If multiple destinations, enter each destination

International Travel?
◉ No   ○ Yes - add SOS insurance

Registration Information

Conference / Workshop

[   ]

Select Registration Method

[-- None --   ▾]

Registration Amount

[   ]

Airfare Information

Select Airfare

[-- None --   ▾]

Estimated Airfare Amount

[   ]

Baggage Fees

[No   ▾]

Depart Airline

[   ]

Return Airline

[   ]

Depart Flight #

[   ]

Return Flight #

[   ]

Lodging Information

Select Lodging Type

▶ Lodging will be reimbursed...

[-- None --   ▾]

Number of Nights

[   ]

Hotel

[   ]

Rate per Night (do not include $ symbol)

[   ]

Estimated Lodging Amount

[   ]

Registration
Conference title and dates
of conference.

Airfare and Lodging
Fill out as much
information as possible.

Transportation Information (select all that apply)

Motor Pool

No ▼

Estimated Motor Pool Costs

Taxi, Bus, Shuttle

No ▼

Estimated Taxi, Bus & Shuttle Costs

Auto Rental

No ▼

Estimated Auto Rental Cost

Department Vehicle

No ▼

Estimated Department Vehicle Cost

Mileage for personal vehicle

Number of Miles

Estimated Mileage Reimbursement

Pickup/SUV - select yes if use of vehicle has a university purpose (ie: hauling a trailer with supplies)

No ▼

If driving pickup or SUV please indicate reason in the comments.

Parking Information

Estimated Parking Charges

Other Expenses Information

Other Expenses

Other Expenses Amount

Other Expenses
Explain other expenses

Meals - Enter the meals not provided. Per Diem amounts are show for each meal. Do not include '$' when entering values.

Breakfast (Per Diem: 8.62)	Lunch (Per Diem: 10.35)	Dinner (Per Diem: 15.53)	Total
8.62	10.35	15.53	34.50

Day 1 ($46.00 All Meals - Standard Day Amount

Breakfast (Per Diem: 11.50)	Lunch (Per Diem: 13.80)	Dinner (Per Diem: 20.70)	Total
11.50	13.80	20.70	46.00

Day 2 ($46.00 if all meals are included)

Breakfast (Per Diem: 11.50)	Lunch (Per Diem: 13.80)	Dinner (Per Diem: 20.70)	Total
11.50	13.80	20.70	46.00

Day 3 ($46.00 if all meals are included)

Breakfast (Per Diem: 11.50)	Lunch (Per Diem: 13.80)	Dinner (Per Diem: 20.70)	Total
11.50	13.80	20.70	46.00

Travel Return Day ($34.50 All Meals - Standard Day Amount

Breakfast (Per Diem: 8.62)	Lunch (Per Diem: 10.35)	Dinner (Per Diem: 15.53)	Total
8.62	10.35	15.53	34.50

Comments by Traveler

[Submit Now]

Meals
Remove any meals that will be provided.

Comments
Comments are very important. Please leave comments about personal days, other expenses, etc.

Travel Reimbursements

- Itemized receipts must be attached. If possible attach as one document. Circle reimbursable amounts. Include notes or calculations to clarify a confusing receipt. Include receipt for items not being reimbursed for but pertain to the travel (registration, airfare purchased through Christopherson, etc.)

- Include actual dates of meeting and/or conference. Attach agenda for conference.

- Attach or include itinerary in the comments. Include personal days or multiple destinations with dates.

- When prorating expenses (personal travel, etc.) show this clearly on the receipt.

- For mileage reimbursement include map.

- TR's for open TA's should not have food/lodging. These are only for day trips with fewer than 12 hours. Include a mileage log with date, miles and purpose.

- Include notes about anything that is out of the ordinary.

Business Services > Travel Forms > Travel Reimbursement

Submit travel reimbursements for University related travel and expenses.

Submit this Item

Submit Now

TRAVEL REIMBURSEMENT FORM

This form is used to request reimbursement for travel expenses. Receipts are required for reimbursement.

Click here to attach receipts and supporting documentation

If TA was submitted through Service Now Select TA. This will autofill the rest of the form. If not select reason. You will need to fill out the rest of the form.

Select your TA (if available) and the options that apply to your Travel Reimbursement

* Select your TA (prior 12 months available)
-- None --

* No TA Available?
-- None --

* Department paying reimbursement costs

College

TA Number (if available)

Select the options that apply to your Travel Reimbursement

Options
- Airfare
- Registration

Options
- Lodging
- Mileage

Options
- Meals
- Transportation

Options
- Parking
- Other Expenses

Make any changes

Traveler Information

Does traveler (requested for) have an existing A-Number?
Yes

* Traveler's Name or A-Number

Email

A-Number

Phone

Information submitted with TA

Registration

[ ]

TA Payment Method

[ ]

Lodging

[ ]

TA Payment Method

[ ]

Airfare

[ ]

TA Payment Method

[ ]

Airfare - Baggage

[ ]

Motor Pool

[ ]

Taxi, Bus, Shuttle

[ ]

Auto Rental

[ ]

Parking

[ ]

Department Vehicle

[ ]

Mileage Reimbursement

[ ]

Other Expenses

[ ]

Reimbursement Amounts & Method of Payment

Registration Amount

[ ]

Payment Method

-- None --

Lodging Amount

[ ]

Payment Method

-- None --

Airfare Amount

[ ]

Payment Method

-- None --

Airfare - Baggage Costs

[ ]

Payment Method

-- None --

Motor Pool Amount

[ ]

Payment Method

-- None --

Taxi, Bus, Shuttle Amounts

[ ]

Payment Method

-- None --

Auto Rental Amount

[ ]

Payment Method

-- None --

Parking Amount

[ ]

Payment Method

-- None --

Department Vehicle Amount (if any)

[ ]

Payment Method

-- None --

Number of miles traveled

[ ]

Payment Method

-- None --

Other Expenses

[ ]

Payment Method

-- None --

Fill in amounts and payment method. For Other Expenses list what expense was for in the comments.

Meal Reimbursement(s)

Travel Day

Breakfast (per diem $ 8.62)	Lunch (per diem $ 10.35)	Dinner (per diem $ 15.53)	Total

Day 1

Breakfast (per diem $ 11.50)	Lunch (per diem $ 13.80)	Dinner (per diem $ 20.70)	Total

Day 2

Breakfast (per diem $ 11.50)	Lunch (per diem $ 13.80)	Dinner (per diem $ 20.70)	Total

Day 3

Breakfast (per diem $ 11.50)	Lunch (per diem $ 13.80)	Dinner (per diem $ 20.70)	Total

Day 4

Breakfast (per diem $ 11.50)	Lunch (per diem $ 13.80)	Dinner (per diem $ 20.70)	Total

Day 5

Breakfast (per diem $ 11.50)	Lunch (per diem $ 13.80)	Dinner (per diem $ 20.70)	Total

Day 6

Breakfast (per diem $ 11.50)	Lunch (per diem $ 13.80)	Dinner (per diem $ 20.70)	Total

Day 7

Breakfast (per diem $ 11.50)	Lunch (per diem $ 13.80)	Dinner (per diem $ 20.70)	Total

Day 8

Breakfast (per diem $ 11.50)	Lunch (per diem $ 13.80)	Dinner (per diem $ 20.70)	Total

Return Day

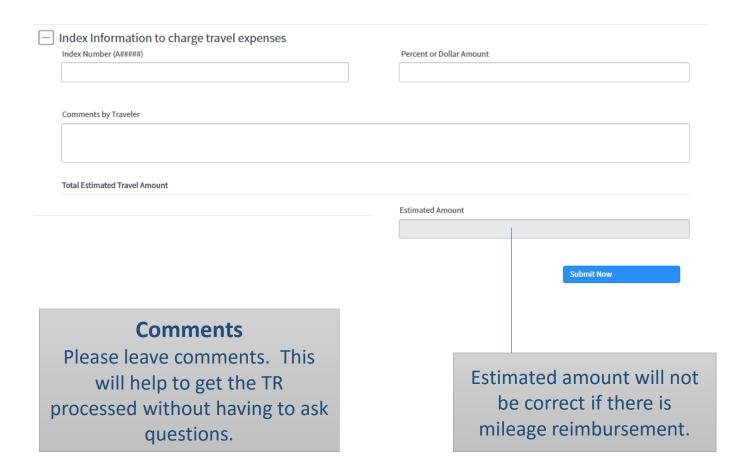| Breakfast (per diem $ 8.62)	Lunch (per diem $ 10.35)	Dinner (per diem $ 15.53)	Total

Meals

Insert or remove any amounts.

Include a schedule or agenda for events whenever possible to confirm meals provided and dates of events.

If claiming actuals put the amount on the receipt. If reimbursement for actual costs for any given meal is requested, then ALL meals for THAT DAY of travel must be reimbursed at actual costs.

Travel Days are always first and last day and paid at 75%.

For single day travel where the individual is in travel status for more than 12 hours but is not required to stay overnight, the meal reimbursement will be at the actual cost or 75%.

Index Information to charge travel expenses

Index Number (A#####)

Percent or Dollar Amount

Comments by Traveler

Total Estimated Travel Amount

Estimated Amount

Submit Now

Comments
Please leave comments. This will help to get the TR processed without having to ask questions.

Estimated amount will not be correct if there is mileage reimbursement.