

Travel Authorization Requests Instructions as of 09.21.2016

TRAVEL AUTHORIZATION FORM MUST BE TYPED AND COMPLETELY FILLED OUT BEFORE ANY UA TRAVEL IS DONE.

- 1 Go to UA Website for forms at <http://uabis.arizona.edu/eforms/>
- 2 Go to the "Ts" and find "Travel Authorization Form"
- 3 Download the form. You must download a new form every time you request travel, as each form is numbered and dated.
- 4 **Once you download, save the form on your computer using the "T number" in the upper right hand corner of the form. If you do not save the form on your computer and re-open before you start entering information, your data will not save and the form will be blank.**
- 5 Reopen the form and complete the form following the instructions below.
 - a. **Name** – Use full name, last name first
 - b. **Department Name** – HAS for Hydrology & Atmospheric Sciences or IAP for Institute of Atmospheric Physics
 - c. **Department No.** – 0469 for HAS or 0501 for IAP
 - d. **EMPLID** – this is your employee id number (student number if you're a student). If you do not know this number contact the front office.
 - e. **Department PO Box Address** -210011 (Harshbarger) 210081 (PAS)
 - f. **Room Number** – Enter your room number. If you do not have a room number enter the main office room number. 122 (Harshbarger) or 542 (PAS)
 - g. **Employee / Student /- Other** -Check appropriate box.
 - h. **Contact Name/Title** – Enter the name of the individual who will be signing off at the bottom of the form (Item 7 below should be the same name). Authorized signers are: Santander/Admin. Assoc.; Alvarez/Bus. Mgr. Sr.; Holford/Bus. Mgr.; or Warren/Admin. Assist.
 - i. **Phone Number** - Santander|621-7120; Alvarez|626-3241; Holford|621-6834; or Warren|621-0275.
 - j. **Business Purpose of Trip** – please be detailed in your description of the trip and how it pertains to the project you are expensing it against. If a conference/meeting, include dates with your description. Provide the business office with backup information: i.e., conference itineraries, meeting agendas, indication of designated lodging, etc.
 - k. **Funding Source** – give an account number not a name.
 - l. **Mode of Transportation** – if you are traveling by vehicle please complete the Exceptions box below and indicate whether it is a state-owned, rental or private vehicle. Then, you must justify your reason for using that method. For example, if you are driving a vehicle it may be because it is less expensive than airfare. Then, you must justify by printing a sample airfare and sample MapQuest for comparison. OR, you need to travel by vehicle to transport research equipment and samples to and from your destination. Please include this explanation in the Justification Memo section.
 - m. **Duty Post** – Tucson, Arizona
 - n. **Destination City, State / Departure Date / City, State Returning From/ Return Date:** Self Explanatory
 - o. **Designated Lodging:** If you are attending a conference or a meeting and it is held at a specific venue stated in the itinerary/announcement, and it identifies a specific or a list of lodging, this is considered designated. If not, then it is not designated and lodging reimbursement is based on the UA's lodging per diem for the city where the lodging occurs, go to the Arizona Accounting Manual at <http://policy.fso.arizona.edu/fsm/1400/1471> where a list of Arizona cities and per diem rates can be found. If the UA does not have a per diem allowance for the city where lodging will take place, it defers to the Default Rates on Page One of the manual.
 - p. **EXCEPTIONS AREA** – If any of these apply you must check box and comment in the justification memo section to the right.
 - q. **INTERNATIONAL TRAVEL** – If traveling internationally, it is mandatory that you register your trip at the following link **at least 30 days in advance**. Once you receive the international travel registry number, please include that number in the space provided. http://www.fso.arizona.edu/sites/default/files/travel/ua_international_travel_procedures.pdf
 - r. **TRAVEL ADVANCE** – If allowed, contact the business office for approval. If allowed, follow the criteria's below:
 1. We must receive the Travel Authorization 10 working days prior to the date you funds will be available to you.
 2. Funds will be sent to you one week before your travel date.
 2. No advances will be done after travel dates.
 3. Advance must be more than \$250.00
 4. If a student is requesting cash advance an email must be provide by the PI approving amount and account number must.
 5. IF YOU ARE **NOT** REQUESTING A CASH ADVANCE, FILL IN "0.00" UNDER AMOUNT.
 6. If YOU ARE requesting a cash advance you must sign in BLUE INK under "Payee Signature."
6. **AUTH. DEPT. APPROVER/P.I.:** Whoever you named in "h" above as Contact Name/Title, enter their name and title in this area for them to sign and process.
7. **Return the form to THE INDIVIDUAL LISTED IN ITEMS "h" and "7" BEFORE your trip begins.**

STUDENT SPECIAL NOTES: If you are a student, you must receive from your PI an email approving your travel, include account number. The PI must indicate if a per diem will be paid and the amount per day, for example, a specific amount or the destination stated rate. They must also indicate what other items they will pay for under their account number i.e., airfare, hotel, vehicle rental, taxi, and/or alternative transportation, registration fees, abstract fees.