

## INSTRUCTIONS FOR COMPLETING TRAVEL AUTHORIZATION

The Travel Authorization must be submitted and approved prior to the time travel actually occurred. This authorization must be submitted for all travelers representing the University, whether or not such travel is to be reimbursed. The Procurement Management Office has been designated by the President's Office to maintain records of all approved travel authorizations.

### PREPARATION:

1. Name of traveler
2. Date form is submitted
3. Title and Social Security Number of traveler
4. Department where employee is assigned
5. Date traveler departs - if plans change by more than one day, submit a revised authorization.
6. Date traveler returns - if plans change by more than one day, submit a revised authorization.
7. Person responsible for duties during traveler's absence
8. Reason/purpose of travel (include destination in statement)
9. Enter account to which expenditures are to be charged. If no reimbursement for travel is being requested, put "no charge to UTD." If an account number needs to be changed, a new travel authorization should be completed and marked "Revised."
10. Indicate amount of travel cash advance requested. Also submit Voucher/Promissory Note form.
11. Check appropriate payroll status.
12. Indicate estimated amount of each expenditure. If a registration fee is to be paid, include that information in the "other" blank.
13. Travel itinerary and reservations, state date of departure from headquarters, departure and arrival times, and all flight or carrier information. **IF JOURNEY HOUSE TRAVEL MANAGEMENT WILL NOT BE USED FOR TRAVEL ARRANGEMENTS, PRIOR APPROVAL FROM THE VICE PRESIDENT FOR BUSINESS AFFAIRS MUST BE OBTAINED.** If travel itinerary changes, notify Procurement Management.
14. Person submitting the Travel Authorization
15. Telephone extension of person listed in #14.
16. Mail station of person listed in #14.
17. Signature of traveler/date signed.
18. Approval signature of traveler's Department Head or Supervisor/date signed.