

Instructions for completing the Travel Authorization

The Travel Authorization **must** be submitted and approved **prior** to the time travel is actually to occur. A good rule of thumb is to prepare the Authorization immediately after booking the travel with the University's travel agency.

The Travel Authorization must be submitted for all travelers representing the University, whether or not such travel is to be reimbursed.

After filling out the Travel Authorization, submit **the original only** to Travel at AD34. Make one copy to enclose with the travel voucher, and additional copies as needed for your records.

Filling out the Travel Authorization

Numbered items correspond with the numbered blocks on the sample Authorization.

1. The traveler's name and Social Security number.
2. The date you prepared this form.
3. The traveler's title.
4. The traveler's department.
5. Date of departure. If plans change by more than one day, please submit a revised travel authorization.
6. Date of return. Again, if plans change by more than one day, please submit a revised travel authorization. You can simply fax it to Travel at x2348.
7. Note here who will be handling the traveler's duties during this time.
8. Briefly explain the business purpose of travel. Examples include presenting a paper at a conference or collaborating on research. Also note the traveler's destination in this field.
9. The account number against which to charge airfare and other expenses. If UTD will be paying for neither airfare nor other expenses, you may put "NO COST TO UTD" in this field. If this number needs to be changed, please submit a revised authorization.
10. If a travel cash advance is requested, please note the amount here. In addition, you will need to prepare and submit a Voucher/Promissory Note form.
11. Indicate if the employee will be on the UTD payroll during the time of travel.
12. Use this line to provide an estimate of transportation, meals & lodging, and other travel-related costs. Registration fees should be listed in the "other" blank. If a registration fee needs to be paid by UTD ahead of time, you must also prepare and submit a State of Texas Purchase Voucher.
13. If you know the details of the traveler's itinerary, please note them here. You do not need to submit a copy of your itinerary if you booked through the University's travel agency - UTD will get one from them in the mail.
14. This is usually the name of the person who filled out the form. This is the person Travel will call if there are any questions.
15. The extension of the person listed in block 14.
16. The mail station of the person listed in block 14.
17. Traveler's signature.
18. Date of traveler's signature.
19. Signature of the traveler's supervisor (or the supervisor's designee if applicable).
20. Date of supervisor's signature.