

MUST BE TURNED IN 14 DAYS PRIOR TO DEPARTURE

SA# _____

Travel (Spend) Authorization

Traveler Name: _____ Faculty Staff First Time to Travel for UA

Event Dates: _____ To _____ Travel Dates: _____ To _____

If travel dates are extended more than one day before and/or after event dates please provide justification:

Destination City/State: _____

Purpose: _____

If attending a conference please list the conference name in full.

If presenting at a conference please note that in the purpose and mark Official Business.

Official Business Education & Training Seminars Conferences & Conventions

HOW ARE YOU TRAELING?

- Commercial Air (Itinerary required)
- Private Vehicle: Miles _____ x _____
- Rented Vehicle (**Enterprise required**)
- Taxi or Other (bus, train, subway, etc.)
- Concur Fees (\$8 for online booking or \$25 for Anthony Travel)
- Parking/Fuel/Miscellaneous
- Registration
- Meals ([click here for amounts](#)) \$ _____ x _____ # of days
- Hotel: Cost per day \$ _____ x # of days _____
- Conference Hotel
- Other: _____

Estimated Costs	Admin Tcard Used
Estimated Total	

Do you want a travel advance? If YES please complete cash advance agreement form found [here](#).

Is this foreign travel? If YES please register trip [here](#).

You must provide confirmation that foreign travel has been registered when turning in Travel Authorization



Worktag to be charged: _____

Advisor or PI of Grant Being Charged Signature: _____

Department Head Signature: _____

Please click submit and email this form to your advisor/PI for approval.