

# SAMPLE ONLY

## DIXIE STATE COLLEGE

### REQUEST FOR TRAVEL AUTHORIZATION

9600

Date \_\_\_\_\_, 20\_\_\_\_

Travel Authority is Requested for:  Name: _____ Banner ID: _____ Destination of Trip:  Purpose of Travel & Comments  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Departure Date</td> <td style="width: 50%; border: none;">Return Date</td> </tr> </table> Planned Mode of Transportation: <input type="checkbox"/> College Sedan/Minivan <input type="checkbox"/> College 22-Passenger Bus <input type="checkbox"/> Elderhostel Bus <input type="checkbox"/> Other Bus: _____ <input type="checkbox"/> Dealer Vehicle <input type="checkbox"/> Rental Vehicle: _____ <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Commercial Airline <input type="checkbox"/> Other: _____  <b>FACULTY:</b> How will you cover your teaching responsibilities?  	Departure Date	Return Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">ESTIMATED COST OF TRIP</th> <th style="width: 30%;">BUDGET</th> </tr> </thead> <tbody> <tr> <td>1. Transportation</td> <td></td> </tr> <tr> <td>2. Meals</td> <td></td> </tr> <tr> <td>3. Lodging</td> <td></td> </tr> <tr> <td>4. Conference / Registration Fee</td> <td></td> </tr> <tr> <td>5. Other</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> Will You Need An Advance? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount of Advance Needed: \$ _____ Account 110030-121200  <b>PLEASE NOTE:</b> Travel advances are available for group travel only. The advance is a short-term loan from a special loan account which is not the same as the index code(s) your trip will be charged to. The loan is for your convenience in conducting college business. Appropriate documentation for actual expenditures should be submitted when you return from your trip. Any unused travel advance money is due within 30 days from the date you complete your trip. <b>DAY MEALS:</b> Meals reimbursed for travel required by the college, but where the employee returned the same day, are required by the IRS to be treated as income to the employee and reported on a W-2 form.  <div style="background-color: black; color: white; padding: 5px;">                     If the travel claim and supporting receipts are not filed within 60 days of your return, payroll deductions will be automatically made from your paycheck until either the loan is repaid or until proper paperwork is submitted. Subsequent travel advances will be denied until the problem is resolved.                 </div> SIGNATURE OF TRAVELER _____  Prepayments: Any expenses to be paid prior to trip.  _____ \$ _____ _____ \$ _____ _____ \$ _____	ESTIMATED COST OF TRIP	BUDGET	1. Transportation		2. Meals		3. Lodging		4. Conference / Registration Fee		5. Other			
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OFFICE USE ONLY	
Budget Approval	Notes
Encumbrance #	

APPROVAL AND ACCOUNTING INFO	
TRAVEL AUTHORIZATION APPROVED AND PERMISSION GIVEN TO CHARGE FOR COSTS OF THIS TRIP.	
Account Administrator _____	Index Code _____ \$ _____
Account Administrator _____	Index Code _____ \$ _____
Traveler's Supervisor _____	

- INSTRUCTIONS:**
1. Traveler completes request
  2. Traveler obtains Supervisor's signature
  3. Traveler obtains Budget Administrator's signature approving expenditures
  4. Traveler retains last copy
  5. Traveler submits remaining copies to Purchasing Office
- AT LEAST FIVE WORKING DAYS PRIOR TO DEPARTURE DATE

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