

DIXIE STATE UNIVERSITY REQUEST FOR TRAVEL AUTHORIZATION

Date _____ 20____

<p>Travel Authority is Requested for:</p> <p>Name: _____</p> <p>Dixie ID: _____</p> <p>Destination of Trip: Sample</p> <p>Purpose of Travel & Comments:</p> <p>Departure Date: _____ Return Date: _____</p> <p>Planned Mode of Transportation:</p> <p><input type="checkbox"/> Sedan/Minivan/SUV</p> <p><input type="checkbox"/> DSU Bus</p> <p><input type="checkbox"/> Other Bus: _____</p> <p><input type="checkbox"/> Dealer Vehicle</p> <p><input type="checkbox"/> Rental Vehicle</p> <p><input type="checkbox"/> Personal Vehicle</p> <p><input type="checkbox"/> Commercial Airline</p> <p><input type="checkbox"/> Other: _____</p> <p>FACULTY: How will you cover your teaching responsibilities?</p> <p style="text-align: center; font-size: 2em; color: red; margin-top: 20px;">Sample</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">ESTIMATED COST OF TRIP</th> <th colspan="2">BUDGET</th> </tr> </thead> <tbody> <tr> <td>1. Transportation</td> <td></td> <td></td> </tr> <tr> <td>2. Meals</td> <td></td> <td></td> </tr> <tr> <td>3. Lodging</td> <td></td> <td></td> </tr> <tr> <td>4. Conference Registration Fee</td> <td></td> <td></td> </tr> <tr> <td>5. Other</td> <td></td> <td></td> </tr> <tr> <td>TOTAL:</td> <td></td> <td></td> </tr> </tbody> </table> <p>Will You Need An Advance? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount of Advance Needed: \$ _____ Account 110030-1500</p> <p>PLEASE NOTE: Travel advances are available for <u>group travel only</u>. 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 university 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.</p> <p>DAY MEALS: Meals reimbursed for travel required by the university, 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.</p> <p style="background-color: #cccccc; 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.</p> <p>SIGNATURE OF TRAVELER (IF ADVANCE REQUESTED)</p> <p>Prepayments: Any expenses to be paid prior to trip.</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p>	ESTIMATED COST OF TRIP	BUDGET		1. Transportation			2. Meals			3. Lodging			4. Conference Registration Fee			5. Other			TOTAL:		
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OFFICE USE ONLY	
Budget Approval	Notes
Encumbrance #	

APPROVAL AND ACCOUNTING INFO	
TRAVEL APPROVED AND PERMISSION GIVEN TO CHARGE FOR COSTS OF THIS TRIP.	
Budget Administrator _____	Index Code _____ \$ _____
Budget Administrator _____	Index Code _____ \$ _____
TRAVELER'S SUPERVISOR (signature required)	

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 days prior to departure