### DIXIE STATE UNIVERSITY
**REQUEST FOR TRAVEL AUTHORIZATION**

**Travel Authority is Requested for:**

**Name:**

**Dixie ID:**

**Destination of Trip:**

**Purpose of Travel & Comments:**

**Departure Date:**

**Return Date:**

**Planned Mode of Transportation:**
- [ ] Sedan/Minivan/SUV
- [ ] DSU Bus
- [ ] Other Bus: ___________________________
- [ ] Dealer Vehicle
- [ ] Rental Vehicle
- [ ] Personal Vehicle
- [ ] Commercial Airline
- [ ] Other: ___________________________

**TOTAL:**
- [ ] Yes
- [ ] No

**Amount of Advance Needed:** $__________

**Account 110030**

**PLEASE NOTE:** 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 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.

**DAY MEALS:** Meals reimbursed for travel required by the university, but where the employee, as returned the same day, are required by the IRS to be treated as income to the employee and reported on a W-2 form.

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.

**SIGNATURE OF TRAVELER**

([IF ADVANCE REQUESTED])

**Prepayments:** Any expenses to be paid prior to trip.

- $__________
- $__________
- $__________

**OFFICE USE ONLY**

**Budget Approval**

**Notes**

**Encumbrance #**

**APPROVAL AND ACCOUNTING INFO**

**TRAVEL APPROVED AND PERMISSION GIVEN TO CHARGE FOR COSTS OF THIS TRIP.**

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<tr>
<th>Budget Administrator</th>
<th>Index Code</th>
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**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