

TA Request should be submitted AT LEAST three weeks prior to trip.

# Travel Form

TR's may take up to two weeks to process reimbursements.

Name: \_\_\_\_\_ A#: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Department: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

Return Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

Destination City: \_\_\_\_\_

Reason for Travel/Purpose: \_\_\_\_\_

Additional Travelers: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

**Travel Authorization (TA)** (estimated expenses before trip) **OR**  **Travel Reimbursement (TR)** (actual expenses after trip)

Index number to charge: A \_\_\_\_\_  
Percent: \_\_\_\_\_

Index number to charge: A \_\_\_\_\_  
Percent: \_\_\_\_\_

Airfare: \_\_\_\_\_  Travel card  Personal

Transportation: \_\_\_\_\_  Travel card  Personal  
(Taxi/Bus/Shuttle in destination city)

Registration: \_\_\_\_\_  P-card  Personal

Parking: \_\_\_\_\_  Travel card  Personal

Lodging: \_\_\_\_\_  Travel card  Personal

Misc. fees: \_\_\_\_\_  Travel card  Personal  
(baggage, rental car, etc.)

Mileage: \_\_\_\_\_  Yes  No

Motor Pool Vehicle: \_\_\_\_\_  Yes  No

Salt Lake Express Shuttle: \_\_\_\_\_  Yes  No

International Travel:  No  Yes (add SOS insurance)

Per Diem (list number of MEALS PROVIDED/included in registration):

Breakfast: \_\_\_\_\_

Lunch: \_\_\_\_\_

Dinner: \_\_\_\_\_

Notes/Information:

Please return this completed form and ALL OF YOUR RECIEPTS to Nissa Boman at [nissa.boman@usu.edu](mailto:nissa.boman@usu.edu)