

FACULTY REQUEST FOR TRAVEL AUTHORIZATION AND ARRANGEMENTS

Name: _____ EID: _____

Destination(s): _____

Travel Arrangements:

Departure City & State: _____ Departure Date: (MM/DD/YYYY) _____

Approximate time OR flight #: _____ Arrival City & State: _____

Return Date: (MM/DD/YYYY) _____ Approximate time OR flight #: _____

Rental car needed? _____ If so, pick up/drop off locations & times: _____

Purpose of Travel: Choose one AND give detailed description(s) in the lines provided below.

- 1 Attend meeting, conference, etc
- 2 Conduct lecture or teach course
- 3 Perform research activities
- 4 Participate or officiate in an event
- 5 Recruit prospective employee or student
- 6 Site or field visit
- 7 Serve as expert witness
- 8 Present original research paper
- 9 Fundraising
- 10 Negotiate a contract
- 99 Other (please specify i.e. personal travel) _____

(List name of conference, event, title of paper, etc)

Benefit to UT: Check one.

- 1 Help accomplish research objectives.
- 2 Help fulfill contract provisions.
- 3 Enhance grad/undergrad curriculum
- 4 Enhance performance of job duties.
- 5 Enhance University operations
- 6 Enhance reputation of the University
- 7 Raise funds for faculty/student support
- 99 Other (Please specify) _____

Disposition of Duties: (Check One):

- 1 No classes missed
- 2 Duties assumed by colleague(s) (i.e. Dr. Buzz Lightyear covering ASE123A TTH)

- 3 Duties require travel

___ 4 Duties held until return
___ 5 Other (Please specify) _____

Account Number(s): _____

Account Title(s): _____

Check here if "No Cost to UT": _____



WASHINGTON D.C. TRAVEL ONLY

If you are traveling to Washington D.C. list the PRIMARY Committees/Offices/Agencies/Organizations TO BE VISITED.

Purpose of travel:

- ___ 41 Federal Congressional Testimony
- ___ 42 Federal Congressional Visits
- ___ 43 Agency Visits (General)
- ___ 44 Agency Visits (Grant follow-up)
- ___ 45 Public Interest Group or Professional Association Meeting
- ___ 98 Other (specify):

Visit 1 Date: _____ (mm/dd/yy)

Name: (Person traveler is going to see) _____

Organization: (no acronyms, abbreviations ok): _____

(If visiting more than one organization, list these details for each visit.)



Travel Notes:

- ITEMIZED and PROOF OF PURCHASE RECEIPTS ARE REQUIRED for ALL EXPENSES that you are submitting for reimbursement. If you paid with a credit card, the proof of purchase sometimes is a separate receipt from the itemized receipt so we must have BOTH. The receipt must show a ZERO balance. Additional documentation may be needed.
- We cannot reimburse for TEXAS SALES TAX, as we are exempt. *(If traveling within Texas we have cards you can carry that will exempt you from State Sales Tax).*
- TIPS (up to 20%) are acceptable if clearly marked.