

REQUEST FOR TRAVEL AUTHORIZATION (RTA)

Name: _____ EID: _____

Email: _____ Contact #: _____

Depart Date & Time: _____ Return Date & Time: _____

Destination(s): _____

Purpose of Travel: Choose 1 and give detailed description in lines provided. (i.e. name of conference, title of paper)

- 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) _____
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Benefit to UT: Choose 1 and give details in lines provided.

- 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) _____
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Disposition of Duties: (Check One):

- 1 No classes missed
- 2 Duties assumed by colleague(s) (list class title, dates missed and name of faculty)
- 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 RECEIPTS and PROOF OF PURCHASE for ALL travel expenses that you are submitting for reimbursement (*Note: If you are paying with a credit card the proof of purchase is sometimes a separate receipt from the itemized receipt we must have both; also if paying for your hotel we will need a "Zero Hotel Bill" indicating that the account has been paid.*)
- We cannot reimburse for TEXAS SALES TAX (*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
- In most cases AIRFARE and RENTAL CAR can be charged directly to the department, avoiding reimbursement.