

TA request should be submitted at least three weeks prior to trip.

Travel Authorization (TA) (estimated expenses before trip)

OR

Travel Reimbursement (TR) (actual expenses after trip)

Name	A#	Date	
Purpose of Travel	Departing From	Destination	
Departure Date	Time	Return Date	Time

EXPENSES

Airfare:

Transportation:
(Taxi/Bus/Shuttle in destination city)

Registration:

Parking:

Lodging:

Misc. fees:

(Please describe in Notes/Information)

Mileage:

Rental Car:

Per Diem:

of Breakfasts

of Lunches

of Dinners

Do not include meals provided by conferences/venue/etc.

USU state contracted rental car companies must be used to be covered by USU's liability insurance. Enterprise - XZ47427 OR Hertz - CDP 071982

International Travel - please see [USU Policy 5303](#) and register your trip with Risk Management on USU's International SOS Member Portal. [International SOS Travel Registration](#)

Notes/Information - Please leave detailed information of your mileage, per diem, and any other pertinent information. Please include in your comments, expenses paid with a p-card and whose p-card was used.

***Please list all travelers from your group going to the same meeting, conference, training, etc.

Index# to be charged:

Emergency Contact Information (Name & Phone Number):

Traveler's Cell Phone #:

Signature:

Please review [USU Travel Policy 5302](#). Please return this completed form and ALL OF YOUR RECEIPTS to cehstravel@usu.edu.