

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

Index number to charge: A _____ Percent: _____

Airfare: _____ ☐ Travel card
☐ Personal

Transportation: _____ ☐ Travel card
(Taxi/Bus/Shuttle in destination city) ☐ Personal

Registration: _____ ☐ P-card
☐ Personal

Parking: _____ ☐ Travel card
☐ Personal

Lodging: _____ ☐ Travel card
☐ Personal

Misc. fees: _____ ☐ Travel card
(baggage, rental car, etc.) ☐ Personal

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