

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

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Travel Authorization (TA)
(estimated expenses before trip)

OR

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Travel Reimbursement (TR)
(actual expenses after trip)

Name

A#

Date

Purpose of Travel

Departing From

Destination

Departure Date

Time

Return Date

Time

Department

EXPENSES

Airfare:

-- None --

Transportation:

(Taxi/Bus/Shuttle in destination city)

-- None --

Registration:

-- None --

Parking:

No

Lodging:

-- None --

Misc. fees:

-- None --

(Please describe in Notes/Information)

Mileage:

No

Rental Car:

-- None --

Per Diem: Yes

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

of Breakfasts

of Lunches

of Dinners

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 536 and register your trip with Risk Management on USU's International SOS Member Portal.
https://www.usu.edu/risk/international-travel/isos_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 515. <https://www.usu.edu/policies/515/>
Please return this completed form and ALL OF YOUR RECEIPTS to Carrie Lundgren at carrie.lundgren@usu.edu.