

## Travel Order & Advance

<b>Traveler Information</b>	
Name: _____	
Employee I.D. # _____	
Check yes or no:	
UA Employee	yes      no
UA Student	yes      no
<b>Itinerary</b>	
Departure Date/Time: _____	
Return Date/Time: _____	
From (City): _____	
To (City): _____	
Proposed route (principal cities only):  _____	
Conference Date(s): _____	
Purpose of Trip:  _____	
<b>Funding</b>	
Account #(s) _____	
Amount(s) _____	
<b>Travel Advance*</b>	
Is a travel advance required?	Yes No
Amount: \$ _____	
Date required: _____	

<b>Estimated Expenses</b>	
Private Vehicle Mileage:	
Number of miles _____	x 44.5 cents
Total	= \$ _____
Lodging	\$ _____
Designated?	Yes      No
**Meals & Incidentals	\$ _____
<b>Public Transportation</b>	
University vehicle	Yes      No
Commercial aircraft	\$ _____
Taxicabs	\$ _____
Rental vehicle	\$ _____
Fuel	\$ _____
***Private or charter aircraft/boat	\$ _____
Other, please specify _____	\$ _____
<b>Miscellaneous</b>	
Registration fees	\$ _____
Parking	\$ _____
Telephone/postage	\$ _____
Other	\$ _____
Total Expenses:	\$ _____

\*A travel advance will require your signature on a travel form to be submitted to the Travel Office for pre-payment.

\*\*You may look-up the current meals & lodging per diem rates at the UA website:  
<http://www.fso.arizona.edu/fso/deptman/14/1471lodg.html>

\*\*\*Private aircraft or boat travel (whether privately operated or chartered) must be pre-approved by the Office of Risk Management. Please call 621-1790 if you have specific questions about Risk Management approval or other insurance-related questions.