

# Travel Authorization & Advance

(All UA business travel requires this form – please fill out completely)

## Travel Information

Name: \_\_\_\_\_

Employee I.D. # \_\_\_\_\_

UA Employee            yes            no

UA Student            yes            no

*I have arranged for the appropriate  
Visas and permissions for research  
Activity (initial) \_\_\_\_\_*

## Itinerary

Departure Date/Time: \_\_\_\_\_

Return Date/Time: \_\_\_\_\_

From (City): \_\_\_\_\_

To (City): \_\_\_\_\_

## Mode of Transportation:

Commercial Aircraft

Motor Pool (include reason below)

Rental Car (include reason below)

Personal Vehicle (include reason below)

Other (include reason below)

Conference Date(s) \_\_\_\_\_

UA Business Purpose:

## Foreign Travel Registration

Warning Country            Yes            No

Registration ID #: \_\_\_\_\_

[ua-risk.terradata.com](http://ua-risk.terradata.com)

\*See Business Office if traveling to a warning  
country.

## Travel Advance & Estimate of Expenses

### Funding

Account #(s) \_\_\_\_\_

Amount(s) \_\_\_\_\_

### Travel Advance

\*Advance requests must be submitted to the B/O at  
least 14 days prior to departure date.

Is a travel advance required?            Yes

Amount: \$ \_\_\_\_\_            No

Date required: \_\_\_\_\_

### Personal Vehicle Mileage

Number of miles \_\_\_\_ x 44.5 cents = \$ \_\_\_\_\_

**Designated lodging**            Yes            No

Estimated lodging costs:            \$ \_\_\_\_\_

Meals & Incidentals:            \$ \_\_\_\_\_

<http://policy.fso.arizona.edu/fsm/1400/1413>

### Public Transportation

Commercial Aircraft            \$ \_\_\_\_\_

Taxicabs            \$ \_\_\_\_\_

Rental vehicle            \$ \_\_\_\_\_

Fuel            \$ \_\_\_\_\_

### Miscellaneous

Registration fees            \$ \_\_\_\_\_

Bag fees            \$ \_\_\_\_\_

Parking            \$ \_\_\_\_\_

Field Supplies            \$ \_\_\_\_\_

Other            \$ \_\_\_\_\_

**Total Expenses**            \$ \_\_\_\_\_