

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

*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 62.5 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 \$ _____