

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

Index number to charge: A _____
Percent: _____

Index number to charge: A _____
Percent: _____

Airfare: _____ Travel card Personal

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

Registration: _____ P-card Personal

Parking: _____ Travel card Personal

Lodging: _____ Travel card Personal

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

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 Jennifer Lyons at jennifer.lyons@usu.edu