GRADUATE DIVISION
TRAVEL AUTHORIZATION REQUEST

Traveler's Name: _____ **Request Date:** _____

Conference/Meeting Name: _____ **Travel Dates (From/To):** _____

Purpose of trip/justification (Who, What, Where, When & Why?):

Estimated Costs:	**Amount:**	***Administrative Use Only***			
		Confirmation#	***Initials***	***Date***	***Amount***
Conference/Registration Fee					
Rental Car & Gas (R*eceipts REQUIRED*)					
Mileage/Personal Car (# of miles x $0.54) - If no rental car					
Lodging (*Receipts REQUIRED*)					
Airfare (attach list of 3 flight options in order of preference)					
Meals & Incidentals ($74 max per day - Receipts *REQUIRED)*					
Other					
Total Estimated Cost:				***Total Cost:***	

For Travel That Includes Airfare

Does trip include personal travel days? ☐ Yes ☐ No	Please provide personal travel dates:	
Comparison Airfare Information Note: comparison airfare documentation must be attached when requesting the PTA and when submitting for travel reimbursement	What is cost of business travel <u>without</u> personal days	
	What is the cost of business travel with personal days	
	What is the difference in cost?	

If there are personal travel days, a comparable airfare for the business portion of the trip must be obtained before a PTA is issued. If the cost with personal travel is higher than the cost without personal travel, the traveler must purchase the ticket out-of-pocket and be reimbursed for the cost of the business portion after travel has been completed.

Special Remarks:

Please attach:
Copy of the agenda/program
Registration information (*if applicable*)

Traveler Signature Print Name Date

Supervisor Signature Print Name Date

Department Authorization Signature: Marjorie Zatz Date

Administrative Use Only

FAU(s) to be charged	**Location**	**Account**	**Fund**	**CC**	**Project**	**Sub**	**Object**	**Source**	**Amount**

Budget Approval: _____ _____
Maria Tinoco, Business Services Manager Date

PTA#
(if applicable): _____

Revised: 8/1/16 - MT