



TRAVEL AUTHORIZATION REQUEST FORM

See Helpful Hints on Page 2

Employee Name _____ Acct Number (17 digits) _____

Destination (City & State) _____

Business Purpose of Trip _____

Date of Departure _____ Date of Return _____ Number of Days _____

Estimated Cost of Travel (See list of required documentation on page 2)

Air Fare _____

Date of birth _____

Gender _____

Mobile Number _____

Personal Car (www.gsa.gov) X total miles) _____

Fuel (Rental or University vehicle only) _____

Taxi, Toll, Parking _____

Lodging _____

Meals (see special notes on pg. 2) _____

Registration Fees, if applicable _____

Other _____

TOTAL TRAVEL AUTHORIZATION REQUESTED \$ _____

(this is the amount of expected travel expenses)

TOTAL ADVANCE REQUESTED \$ _____

(this is the amount requested be advanced, if any)

If receiving a travel advance, I understand that I have ten(10 days) upon return to complete my Travel Reconciliation Report. I understand that I must list all expenses and attach itemized receipts supporting the expenses to each Travel Expense Report. Bank and credit card statements are not accepted as receipts. Finally, I understand that if I do not submit a complete Travel Reconciliation Report, with itemized receipts, to the Business Office within 10 days of travel, I am responsible for refunding the travel advance to Fisk, and Fisk will have the right to deduct the amount of the entire advance from my paycheck.

Employee Signature Date

Supervisor Date

PI (if grant related) Date

OSP(if grant related) Date

Budget Approval Date

TRAVEL ADVANCE REQUEST FORM - Additional Information for Use:

- Only official, unmodified forms may be used to request an advance. Modified forms will be returned without notification.
- Mileage is calculated at the current government rate and can be found at www.gsa.gov.
- Managers requesting meal advances for students must include a list of attendees with the travel advance. Upon return from travel, the attendees authenticate receipt of funds with an original signature, which must accompany the travel reconciliation report.
- The standard per diem for the university is \$25/day and receipts are NOT required for reconciliation. Employees may request the daily CONUS government rate with itemized receipts required for reconciliation and tips are included. May elect either or but not both on any single trip. Government rates can be found at www.gsa.gov
- Each request for a travel advance requires a separate travel request for each person. The only exception is students traveling with faculty members.
- The Business Office must receive requests ten (10) days prior to travel.
- The Business Office will only accept original documentations with original signatures - no copies.
- The employee's signature is required. The supervisor or administrative assistant may not sign for an employee or student unless he or she intends to take responsibility for repayment of the advance.
- Employees and students are responsible for all expenses deemed personal.
- Travel must be reconciled within 10 days of return.

Required Documentation:

Airfare - printed estimate for each employee/student

- Flight and confirmation number
- Departure/Destination
- Departure/Arrival times

Mileage – printed directions from MapQuest, Bing, Google, etc.

- Departure point and destination, round trip if applicable
- Check www.gsa.gov for current mileage rates

Reimbursement for gas

- Fuel is only reimbursed on rentals or university vehicles.
- Legible receipts during the approved travel period.

Taxi, toll and parking

- A legible receipt during the approved travel period

Lodging – printed estimate or confirmation generated by the hotel

- Names of all occupants (if applicable)
- Rooming list for student travelers

Food – Check www.gsa.gov for appropriate per diem rates by city & state

- Standard rate is \$25/day, no receipts required
- CONUS rate advances require itemized receipts

Registration – a printed conference agenda

Students – List of students traveling, if with faculty

BANK OR CREDIT CARD STATEMENTS ARE NOT ACCEPTED AS RECEIPTS