

Department of Mathematics
Request for Travel Authorization Form

This request form is required when conducting University business for in-state, out-of-state, or foreign travel.

Traveler Name: _____ **Title:** _____ **Date:** _____

Business Purpose: _____ **Benefit to UTSA:** _____

Disposition of Work While Absent: _____ **Other (specify):** _____

Destination* (list names of cities, state, and country if foreign travel): **Travel Dates:** From: _____ Through _____

Reason for Travel (describe University business to be transacted; if personal indicate personal business):

ACCOUNT INFORMATION

Account Number: _____ **If no cost to UTSA, please check here:**

Additional Account Number or Account Name: _____

ESTIMATED EXPENSES (LIST ALL EXPENSES YOU ANTICIPATE REQUESTING REIMBURSEMENT FOR.)

Airfare*: _____ **Rental Car*:** _____ **Meals**:** _____ **Lodging**:** _____

If lodging** is more than the allowed GSA rate please select reason: _____

Registration Fee: _____

Mileage Est.*:** _____ **X Rate:** _____ **= Mileage Cost:** _____

*All airfare and rental car arrangement must be made through UT Systemwide Contracted Vendors. More information can be found here: <http://www.utsa.edu/financialaffairs/dts/stateContractedVendors.html>

**Per diem information <http://www.gsa.gov/portal/category/21287>

***Traveling outside of the traveler's designated headquarters: Such reimbursements are allowed when the cost of using the traveler's personal vehicle is the most cost effective or only mode of transportation.

Total Estimated Cost of Trip: _____

SIGNATURES

Individual Requesting Travel *Date* *Department Approval* *Date*

FOR DEPARTMENT USE ONLY

Request received on: _____ Entered on: _____

RTA#: TV _____ Document ID: _____