

## Travel Authorization Checklist

| Boxes to fill in                                                                                                                                            | filled in | NA | Documentation<br>included |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|---------------------------|
| Name and employee ID, Dept etc. Top box                                                                                                                     |           |    |                           |
| In state or out of state?                                                                                                                                   |           |    |                           |
| <b>Purpose of the trip</b> (includes location)                                                                                                              |           |    |                           |
| Mode of transportation (personal vehicle, airline etc.)                                                                                                     |           |    |                           |
| Duty Post (should be Tucson, AZ)                                                                                                                            |           |    |                           |
| City departing from (should be Tucson, AZ)                                                                                                                  |           |    |                           |
| City returning from (should be destination city)                                                                                                            |           |    |                           |
| Conference dates & times                                                                                                                                    |           |    |                           |
| <b>Designated lodging?</b>                                                                                                                                  |           |    |                           |
| Account number (if possible, include estimated expense)<br><i>Include the account number related to travel (even if no reimbursement will be requested)</i> |           |    |                           |
| <i>NOTE if any vacation is included in the travel (under 'exceptions' box)</i>                                                                              |           |    |                           |

### REQUIRED if...

|                                                                |
|----------------------------------------------------------------|
| <b>TA's required for all travel over 35 miles away</b>         |
| <b>TA's required BEFORE any travel expenses are incurred</b>   |
| <b>TA's required for ANY travel that is University related</b> |

### NOTES:

|                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i><b>ONLY a travel advance requires a signatures (from the traveler &amp; authorizers)</b></i>                                                                                                 |
| <i><b>Turn TA into travel office BEFORE travel even if you don't have all required signatures. Get signatures as soon as you can, but make sure the business office has a copy on file.</b></i> |

**Red bold = Documentation needed**

***Black bold italics = details to remember***

**Blue bold = situations that require a TA**