



# TRAVEL AUTHORIZATION REQUEST

(must be submitted prior to travel)

Please review the USU Travel Policy for more detailed information  
[travel.usu.edu/htm/travel-policies-procedures/travel-policies](http://travel.usu.edu/htm/travel-policies-procedures/travel-policies)

**Ecology Center Office Use Only**

Prepared By: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

TA #: \_\_\_\_\_

Questions? Contact the Ecology Center  
Office at 435-797-2555

Name: \_\_\_\_\_ ID # **A** \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Travel Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Destination: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Travel/Role in Project: \_\_\_\_\_

Others in Party: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

Funding Source (index #): \_\_\_\_\_

For multiple funding sources, include amounts for each index and attach documentation authorizing use of the index

**COST ESTIMATE – MUST BE COMPLETED (if not applicable enter “0”)**

Airfare: \$ _____	Baggage: \$ _____	Personal Vehicle Miles: # _____
SL Express: \$ _____	Parking: \$ _____	Ground Transportation: \$ _____
Lodging: \$ _____	Car Rental: \$ _____	Conference Registration: \$ _____
Other: \$ _____	Other Description: _____	

**MEALS**

# Full Days: \$46.00/day \_\_\_\_\_

# Partial Days\*: \$34.50/day \_\_\_\_\_

*\*first and last day of travel\**

Actuals\*\*: \$ \_\_\_\_\_

*\*\*DETAILED receipts required for reimbursement when using actuals\*\**

Other: \$ \_\_\_\_\_

**ADJUSTMENT FOR MEALS PROVIDED**

Check which meals, if any, will be provided

Breakfast Dates: \_\_\_\_\_

Lunch Dates: \_\_\_\_\_

Dinner Dates: \_\_\_\_\_

International meal per diems vary by destination, rates available at

[aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)

**INTERNATIONAL TRAVEL NOTES**

Mandatory International SOS travel insurance will be added as follows:

**Students**

\$3/day

**Faculty/Staff**

1-15 days \$75/trip

16-45 days \$150/trip

46-89 days \$300/trip

90-180 days \$400/trip

181-365 days \$500/trip

**TRANSPORTATION ARRANGEMENTS**

**Airfare:**  Personally arrange and pay for flight  
 Personally arrange flight, pay with P-Card  
 Arrange travel with State agency (\$25 fee)  
 Christopherson Travel (1-866-489-9834)

**Vehicle Use:**  No vehicle needed  
 Personal vehicle-estimated miles required  
 Motor Pool/dept vehicle, email TA#  
 Commercial rental vehicle

**COMMENTS/ADDITIONAL INFORMATION:**

**☼ Index Owner Approval:** \_\_\_\_\_  
 (Please obtain approval prior to submitting to the EC Office)