



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

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: \$49.00/day _____

Partial Days*: \$36.75/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

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 Airfare (1-866-489-9834)

Vehicle Use: No vehicle needed
 Personal vehicle - est. miles required
 Motor Pool vehicle Dept Vehicle
 Commercial rental vehicle

COMMENTS/ADDITIONAL INFORMATION: