



REQUEST FOR TRAVEL AUTHORIZATION FORM

Name of Traveler/Requestor \_\_\_\_\_

Date(s) of Travel \_\_\_\_\_

Department/Unit \_\_\_\_\_

Destination \_\_\_\_\_

Justification for Travel

Estimated Expenses \$ \_\_\_\_\_  
(Registration, Airfare, Hotel, Ground Transportation, Per Diem, Other)

GL Account (s) to charge:

\_\_\_\_\_  
Signature of Traveler/Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Number

APPROVALS

Department Head or Dean \_\_\_\_\_

Date \_\_\_\_\_

Principal Investigator (If applicable) \_\_\_\_\_

Date \_\_\_\_\_

Spend Control Tower (SCT) \_\_\_\_\_

Date \_\_\_\_\_

Special Approval (If necessary)  
(President, Provost, CFO) \_\_\_\_\_

Date \_\_\_\_\_

BUDGET/GRANT OFFICE APPROVAL Travel is allowable if within active budget/grant period and funds are available.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Other Requirements:
Please attach the agenda, itinerary or letter of invitation as supporting documentation for travel
Reimbursement requests must be submitted within 7-10 business days after travel is completed. Failure to do so may forfeit reimbursement of expenses.
TAF Form MUST be attached to each expenditure document upon submission to the Budget or Grants Office.
Air travel MUST be booked using a travel agency (Universal Travel, Expedia, etc.).
International travelers MUST notify TU Global Office by providing a copy of approved TAF and inquires pre-approval by the President.
Travelers must ensure arrangements are made to cover job duties and responsibilities during traveler's absence.
Travelers who have received prior approval from CFO to use personal credit cards for travel expenses will not be reimbursed until after the travel has occurred.