

TRAVEL AUTHORIZATION

Date:

TRAVELER NAME			TID or EMPLID	DEPT/ORG CODE
			BLANKET TRAVEL for FY:	
TRAVEL DETAILS				
BUSINESS PURPOSE OF TRAVEL: (Brief description)			PRIMARY DESTINATION: (City, State, Country)	
MODE OF TRANSPORTATION:			FUNDING SOURCE (Account): DUTY POST:	
CITY, STATE DEPARTING FROM:				RTURE DATE:
CITY, STATE RETURNING FROM:			RETURN DATE:	
** ATTACH ITINERARY IF MULTIPLE LOCATIONS **			DESIGNATED LODGING: YES NO	
EXCEPTIONS INTERNATIONAL TRAVEL				
 Vehicle taken out of state: State-owned Rental Long-term travel status (Travel exceeds 30 days, provide Personal time taken (Provide personal travel dates. Cost Use of other than coach/economy travel on commercial Miscellaneous (Provide details) Group travel (Attach list of attendees) DETAILS: (Provide details for all checked boxes above) 			ails) parisons required.)	If you are traveling internationally, you must register your trip through the UA International Travel Registry prior to departure: <u>travel.arizona.edu</u> TRIP WILL BE/IS REGISTERED IN THE UA INTERNATIONAL TRAVEL REGISTRY NOTES (Ex: Registry number, etc.):
TRAVEL AUTHORIZATION AND FUNDING APPROVAL I HEREBY CERTIFY THAT THE TRAVEL AUTHORIZED ABOVE IS FOR A VALID PUBLIC PURPOSE AND THAT THE FUNDS HAVE BEEN APPROPRIATED OR ARE OTHERWISE AVAILABLE FOR PAYMENT OF ANY CLAIMS MADE HEREUNDER, AND THAT IF THE AVAILABLE FUNDS ARE FROM A FEDERAL GRANT, CONTRACT OR SOURCE, THIS TRAVEL IS AUTHORIZED UNDER THE TERMS OF SUCH GRANT, CONTRACT OR SOURCE. THIS AUTHORIZED DEPARTMENTAL APPROVER/P.I. AND/OR COLLEGE/DIVISION AGREES TO ALL EXCEPTIONS NOTED ON THIS TRAVEL ORDER. AUTH DEPT NAME				
APPROVER/P.I.				
	NAME		SIGNATURE	
(if different)				
TRAVEL ADVANCE REQUEST (Optional)				
TRAVELER TO RECEIVE TRAVEL ADVANCE OF \$ (If checked traveler must read and sign below) ** Complete Disbursement Voucher in UAccess Financials to disburse funds to traveler ** Important Please Read Before Signing: The University of Arizona is authorized to deduct the amount of the travel advance from any future expense reimbursements or pay due the traveler. The advance must be settled in full within ten days from the return of the trip. In the event these sources are not adequate or in the event of severance of my employment with the University of Arizona, the advance shall become due and payable immediately. It shall bear interest at the rate of 9% annum starting thirty days after the return date of the trip. In the event that it should become necessary to enforce collection of this advance, or any part thereof by suit or otherwise, I agree to pay any and all costs of collection including a reasonable attorney's fee. TRAVELER/PAYEE SIGNATURE				
NEW: THIS FORM MAY BE ROUTED USING ELECTRONIC SIGNATURES VIA ADOBE SIGN				
 TO BEGIN ROUTING: 1) Download the new form to your device, fill/edit using Adobe Reader, then save 2) Click here to launch the TA Workflow in Adobe Sign: Adobe Sign 3) Enter your UA email address or select "Enterprise ID" to login via UA WebAuth 4) Solve the second price of the second pric				

4) Follow the on-screen instructions