

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

# Travel Authorization

(Internal Use Only)

Traveler Name: \_\_\_\_\_  Faculty  Student  First Time to Travel for UA

Event Dates: \_\_\_\_\_ To \_\_\_\_\_ Travel Dates: \_\_\_\_\_ To \_\_\_\_\_

*If travel dates are extended more than one day before and/or after event dates please provide justification:*

\_\_\_\_\_  
\_\_\_\_\_

Destination City/State: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

*If attending a conference please list the conference name in full.*

- Official Business     Education & Training Seminars     Conference & Conventions

How are you traveling?

- Commercial Air (Itinerary required)  
 Private Vehicle    Miles \_\_\_\_\_ x \$0.42  
 Rented Vehicle (Enterprise)

Estimated Costs	Admin TCard Used

Other Costs:

Taxi

Other (Bus, train, subway, parking, etc.)

Registration

Hotel: Cost per day \$ \_\_\_\_\_ x #of days \_\_\_\_\_


- Conference Hotel     Safety  
 Save Costs     Required  
 Other: \_\_\_\_\_

<b>Estimated Total</b>
<b>Total does not include meals</b>

Do you want a travel advance?

Is this foreign travel?

If YES please register trip at: [http://travel.uark.edu/\\_resources/documents/International\\_Travel.pdf](http://travel.uark.edu/_resources/documents/International_Travel.pdf)

*You must provide confirmation that foreign travel has been registered when turning in the Travel Authorization.*

Account to be charged: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_