


TRAVEL AUTHORIZATION FORM

Out of State Only

Business travel policies are aligned with state & federal reimbursement rules. Travelers are responsible for understanding the rules and regulations associated with official travel paid for with UADA funds as indicated in the policy at [UADA 380.1](#). Questions regarding travel policies should be directed to our accounts payable team at accountspayable@uada.edu.

Traveler Relationship to Organization	Traveler Name
Unit/Department/County	Official Station

A. TRIP DETAIL

Trip Destination	Workday Business Purpose																						
Travel Description Including Business Justification																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">Departure Date</th> <th style="width: 15%;">Return Date</th> <th style="width: 15%;"># of Days</th> </tr> </thead> <tbody> <tr> <td>Travel Dates</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Event Dates</td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Departure Date	Return Date	# of Days	Travel Dates				Event Dates				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Taking Personal Days?</td> <td>Yes</td> <td> </td> <td>No</td> <td> </td> </tr> <tr> <td>If yes, Provide Dates:</td> <td colspan="4"> </td> </tr> </table>	Taking Personal Days?	Yes		No		If yes, Provide Dates:				
	Departure Date	Return Date	# of Days																				
Travel Dates																							
Event Dates																							
Taking Personal Days?	Yes		No																				
If yes, Provide Dates:																							
Official Time Only (No UADA Cost)																							
Do you require a travel advance?																							
 A spend authorization in Workday must be submitted and approved to receive a travel advance.																							

B. TRAVEL ESTIMATES

Link to Federal Per Diem for Meals and Incidental Expenses (M&IE): <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Cost Description	Days/ Miles	Rate (Per Day or Total)	Total Estimated Cost	TCard Charge	Justification/Description/Explanation
Registration Fee					
Airfare					
Lodging					
Car Rental					
Parking					
Personal Vehicle (Rate)					
Meals					
Baggage Fee					
Taxi/Ground Transportation					
Other (Description Required)					
Total Estimated Costs					

C. TRIP FUNDING

Total Remaining to Distribute			
Workday Driver ID	Workday Cost Center ID	REEport (AES Only)	Amount
Enter 3rd-Party Information			
TOTAL			



If travel is sponsored by a third party, either in whole or part, a Workday Spend Authorization or Travel Authorization Form is still required and must identify the sponsor(s) by name in the description and the expenses they will be sponsoring. A conflict of interest disclosure may also be required. See [PMGS 1801 Division Conflict of Interest Policy](#) for additional information.

D. TRAVEL APPROVAL

I approve this out of state trip request and verify the availability of funds for the allowed incurred costs as documented in this authorization.

Supervisor Signature (Required if different from Department Head/Staff Chair)

Supervisor Printed Name

Date Approved

Department Head/Staff Chair Signature

Department Head/Staff Chair Printed Name

Date Approved