

## **Instructions for completion of Travel Authorization Form**

The Travel Authorization Form (TA) is used to authorize student and employee travel. It is an estimate of the expenses required on a trip therefore it is important to include all anticipated expenses. Underestimating may result in the need for a revised TA. Do not secure any reservations until the TA has been approved and a TA number has been issued by the Travel Office.

TA Number:	The TA number is issued by the Travel Office after review of documentation
Banner ID:	Enter your 8-digit SCSU Banner ID#
Status:	Enter Employment Status (Ex: FT Fac, PT Fac, FT Staff, Student, etc)
Home Duty Station:	Enter the location where you are leaving from (Ex: Hartford CT, SCSU, etc)
To:	Enter the location you are traveling to (Ex: Wash. DC)
Depart Date & Hour:	Enter the first date of your trip & the time that you will begin travel
Return Date & Hour:	Enter the date and time of return
Object & Necessity:	Enter the business necessity for the travel and provide conference announcement
Type of Transportation:	Utilizing a personal vehicle for travel will require proof of minimum insurance coverage as required by the State of CT to be reimbursed for mileage, see <i>CSU Travel Policy</i> .
Prepay Registration:	Check "Yes" if the registration is to be prepaid by the Travel Office. The completed registration form must be attached to the Travel Authorization form and the organization's Federal Employee Identification Number (FEIN) must be indicated on the Travel Authorization. A W-9 may need to be obtained to issue payment to the vendor.
Prepay Lodging/Hotel:	Check "Yes" if the Lodging/Hotel is to be prepaid by the Travel Office. An invoice or documentation substantiating cost of Lodging/Hotel must be attached to the Travel Authorization form and the organization's Federal Employee Identification Number (FEIN) must be indicated on the Travel Authorization. A W-9 may need to be obtained to issue payment to the vendor.
Travel Advance Requested:	Check "Yes" if a travel advance is necessary. Enter the Travelers Banner ID# and amount requested. Attach a completed <a href="#">Travel Advance Agreement</a> to the TA.
Itemized Expenses:	Enter all estimated travel costs for Airfare, Rail, Taxi, Lodging, Registration, etc. <i>Check P-Card box if you will be charging expense to your University P-Card.</i> This is IMPORTANT so that we do not encumber the funds that will be charged to your P-Card.
Signatures:	Obtain appropriate signatures.

**\*\*\*\* Per CSU Travel Policy, an [employee voucher](#) must be completed and received by Travel Office within 30 calendar days of completion of the trip (whether or not a travel advance was taken). Any documents received after this timeframe may be returned without reimbursement\*\*\*\***