

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. Insert vendor's FEIN and the amount. If this is a new vendor, the vendor must submit a W-9 to Accounts Payable accountspayable@southernct.edu . Include invoice or documentation substantiating cost of registration.
Prepay Lodging/Hotel:	Check "Yes" if the Lodging/Hotel is to be prepaid by the Travel Office. Insert vendor's FEIN and the amount. If this is a new vendor, the vendor must submit a W-9 to Accounts Payable accountspayable@southernct.edu . Include invoice or documentation substantiating cost of Lodging/Hotel.
Travel Advance Requested:	Check "Yes" if a travel advance is necessary. Enter the Travelers Banner ID# and amount requested. Attach a completed Travel Advance agreement 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 Accounts Payable 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******