

AUBURN UNIVERSITY  
**REQUEST FOR AUTHORITY TO TRAVEL**

AN AUTHORITY TO TRAVEL AND/OR INCUR EXPENSES IN PERFORMANCE OF OFFICIAL DUTIES ON BEHALF OF AUBURN UNIVERSITY IS REQUESTED BY:

\_\_\_\_\_  
 (Traveler) (Title) (Department)

1. Nature and purpose of travel request: \_\_\_\_\_

(Attach the Conference, Workshop, etc. notice – if applicable)

2. Itinerary: \_\_\_\_\_

3. Time and date travel begins: \_\_\_\_\_ Ends: \_\_\_\_\_

4. Time and date meeting begins: \_\_\_\_\_ Ends: \_\_\_\_\_

5. Estimated Costs:

Transportation	Tourist Class Airfare (receipt required)	_____
	Train Fare (receipt required)	_____
	Personal Car: Mileage _____ @ current state rate ¢ per mile	_____
	Airfare In-Lieu-Of Mileage (Quoted by _____ in Accounts Payable)	_____
	University Vehicle (to be paid by ITV)	_____
	Rental Vehicle – including gasoline and tolls (receipts required)	_____
	Taxi/Bus/Subway Fares	_____
	Parking (receipt required)	_____

Subsistence:		
In-State	Per Diem _____ days @ current state rate \$ _____ per day	_____
Out-of-State	Lodging – actual expenses (receipt required)	_____

	Meals – actual expenses not to exceed current A. U. rate per day *	_____
	Guest Meals – actual expenses not to exceed current A. U. rate per day per person (receipt and guest list required)	_____

6. Registration: To be paid by traveler (receipt and copy of program required) \_\_\_\_\_

To be paid separately by vendor voucher (copy of approved R.A.T. required) \_\_\_\_\_

7. Honorarium: Attach agreement/correspondence – lump sum payment only (no expenses allowed) \_\_\_\_\_

8. Misc. Expenses: FAX and Telephone (receipt & itemization required) \_\_\_\_\_

OTHER: (receipt and itemization required) \_\_\_\_\_

9. TOTAL ESTIMATED COSTS: \_\_\_\_\_

10. Remarks: \_\_\_\_\_

11. Account Name \_\_\_\_\_ Account # \_\_\_\_\_

Account Name \_\_\_\_\_ Account # \_\_\_\_\_

12. Signatures:

\_\_\_\_\_  
 Traveler / Date

\_\_\_\_\_  
 Department Head / Date

\_\_\_\_\_  
 Dean/Director / Date

\_\_\_\_\_  
 Other / Date

\_\_\_\_\_  
 President / Date

\* \$34/day without receipts  
 \$60/day with receipts (Receipts MUST be itemized.)