

**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 \_\_\_\_\_  
 Airfare In-Lieu Of Mileage (Quoted by \_\_\_\_\_ in  
 Accounts Payable) \_\_\_\_\_  
 University Vehicle (to be paid by ITV) \_\_\_\_\_  
 Rental Vehicle-including gasoline and tolls (receipt  
 required) \_\_\_\_\_  
 Taxi/Bus/Subway-Fares \_\_\_\_\_  
 Parking (receipt required) \_\_\_\_\_

Subsistence:

In-State \_\_\_\_\_  
 Per diem \_\_\_\_\_ days @ current state rate \_\_\_\_\_

Out-Of-State \_\_\_\_\_  
 Lodging-actual expenses (receipt required) \_\_\_\_\_

Meals-actual expenses not to exceed current AU rate  
 per day \_\_\_\_\_

Guest Meal-actual expenses not to exceed current AU  
 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 RAT required) \_\_\_\_\_

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

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

Other (receipt & itemization required) \_\_\_\_\_

9. TOTAL ESTIMATED COST \_\_\_\_\_

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

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

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

12. Signatures:

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

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

\_\_\_\_\_  
President/ Date  
(Honorarium and Foreign Travel)