

Request for Authority to Travel

Name: _____

Banner ID: _____ User ID: _____

Nature and purpose of travel request: _____

Itinerary: _____

(Attach the conference, workshop, invitation, etc. if applicable)

Date of departure: _____ Time of departure: _____

Date of return: _____ Time of return: _____

Estimated Expenses: *Please check the blue box to indicate whether or not you are claiming the expense.* **Amount**

Mileage: Number of miles traveled _____ yes no _____

Auburn to Atlanta is 200 miles RT. _____

Auburn to Birmingham is 230 miles RT. _____

Airfare in-lieu-of mileage (Quoted by _____ in Accts. Payable) _____

Tourist Class Airfare: **Pcard? circle one- yes/no** yes no _____

(Attach your credit card or bank statement showing amount charged to your account.)

Rental Vehicle: **Pcard? circle one- yes/no** yes no _____

(Enterprise or National preferred vendor-Economy Car only)

Gasoline and toll with vehicle rental (receipts required): _____

Parking, Train, Taxi, Bus, Subway Fares (receipts required): _____

Lodging (out of state) **Pcard? circle one- yes/no** yes no _____

(Itemized receipts required)

Lodging (International): _____

(Actual expenses with receipts up to the maximum federal rate allowable in each city.)

Meals (in state and out of state): yes no _____

up to \$34 per day of actual cost without receipts Number of days _____

Up to \$60 per day with receipts _____

Same day travel-meals: \$12.75 trips over 6-12 hours, \$34 trips over 12 hours _____

Meals (International) reimbursable at the current federal M&IE rate for your destination. Receipts are not required. _____

Guest Meals -actual expenses not to exceed AU rate per day per person.

Receipts and guest list required. _____

In State Travel: Number of days _____

Per diem \$100/ day covers lodging, meals and tips for one overnight stay and \$100/day of two or more nights. No receipts required. (PCARD NOT ALLOWED)

Registration: **Pcard? yes/no** yes no _____

Total estimated expenses:

Account Name: _____ Account #: _____

Account Name: _____ Account #: _____

Signature of Traveler Date

Signature of Supervisor Date

***See back for UNALLOWABLE charges.**

Signature of Dept. Head Date

Unallowable Charges

1. Alcoholic beverages
2. Recreational charges (tickets, excursions, side trips, club memberships, in room or in flight movie or game rentals, souvenirs)
3. Personal phone calls
4. Laundry & dry cleaning
5. Room service meals-must be broken out separately from lodging costs and claimed under the \$34/\$60 actual meal cost reimbursement.
6. Expenses related to personal vacations or personal days taken before, during or after a business trip
7. Exercise room fees
8. Car rental from a non preferred vendor or upgrades to a premium or luxury vehicle
9. Airline club membership dues
10. Air phone usage
11. Auto repairs for rental or personal vehicles
12. Items confiscated by airport security
13. Frequent flyer upgrades
14. Anything other than economy airfare-no upgrades
15. No show charges for hotels or other reservations
16. Optional travel or baggage insurance
17. Travel cost for employee's spouse or dependents
18. Gifts and gift certificates
19. Medical expenses while traveling
20. Parking tickets or violations
21. Lodging through Airbnb isn't allowed on Pcard.