Travel Authorization

Traveler Name: ______________________________________________________________

Date of Request: ______________________________________________________________

Destination: ________________________________________________________________

If traveling internationally, must complete trip registration, forward confirmation email to Gina. This
form cannot be entered until that confirmation is received. https://www.uidaho.edu/academics/ipo/ui-
faculty-staff-opportunities/international-travel/international-travel-registration

Depart date and time: ______________________________________________________________

Return date and time: ______________________________________________________________

Estimated Cost (include all travel costs: airfare, lodging, meeting registration, ground transportation, per
diem, rental car, fuel, etc): ______________________________________________________________

Budget to be charged: ______________________________________________________________

Purpose of travel, how it relates to the university and who is participating
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Name of person responsible for the budget to be charged ________________________________

Flights – Fly America Act

Rental Cars: compact or economy, rented from Enterprise or Hertz, no loss/damage waiver fee can be
paid

This information will be entered into the electronic approval system. You will receive an e-mail from
Chrome River to approve this information. Your supervisor will also receive an email to approve the
travel authorization electronically.

REMINDERS   Advising: Notify main office of an advising proxy for your absence, especially during
academic deadlines
Financial: Notify your timesheet approver proxy of your absence
          Notify financial staff of a purchasing card proxy for your absence