

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

Office Use: Entered _____

Updated Feb 2020