Travel Authorization

Traveler Name: ______________________________________________________________

Date of Request: ______________________________________________________________

Destination: _________________________________________________________________

If traveling internationally, must complete trip registration, forward confirmation email to biol-fiscal@uidaho.edu. 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. Better to overestimate than underestimate): ___________________

Index to be charged: _________________________________________________________

Purpose of travel, how it relates to the university and who is participating (include all, even if they are doing a separate authorization): __________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Name of person responsible for the index 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