

Office of Research and Economic Development: Request for Travel Authorization

| | |
|-----------------|-----------------------|
| Traveler: _____ | Today's Date: _____ |
| Index(es) _____ | Department: _____ |
| _____ | Estimated Cost: _____ |

Include the cost of registration, mileage, and per diem.

- Faculty
 Exempt
 Classified
 Student
 TH

Departure Date and Time: _____ Return Date and Time: _____

Note: Please be sure that the estimated departure and return dates/times listed above include travel time so that your approved authorization will be in effect when you are traveling. Actual departure and return dates/ time will be used in calculating reimbursement.

Destination(s) and Purpose/Justification: _____

Please include Conference and/or Meeting Agendas

Personal Travel Planned During the Trip: Yes No If yes, please provide dates and locations:

Note: If including personal travel dates:

- Personal funds must be used for airfare purchases. _____
- A cost comparison for air flights must be created at the time of booking or making reservations for the days and method you would travel if you were not taking personal travel. _____
- See the Personal Travel Guidelines _____

Entertaining or Purchasing Alcohol: Yes No

Note: Be sure to attach approved Entertainment form if entertaining and purchasing alcohol, and do not purchase alcohol on the pcard.

Request Travel Advance: Yes No Dollar Amount _____

Note: Advances are limited to a maximum of 90% of travel cost, and not issued until 2 weeks before departure date.

Remember when booking transportation to use the cheapest option. This includes choosing between flying out of a bigger airport (including mileage and parking fees) versus a smaller airport.

PER DIEM RATES & MILEAGE INFORMATION

Click for the [current mileage rates](#)
 Click for the [out-of-state](#) per diem rates
 Feel free to contact ored-fiscalops@uidaho.edu

In State
 B = \$8
 L = \$18
 D = \$29
 \$55/day max

Your Chrome River Travel Authorization must go through all the approval queues before any purchases are made for travel.