

TRAVEL AUTHORIZATION FORM



SECTION A

Click here for instructions.

Name (print)	Title	Check to be distributed as follows: <u>Auditorium Building Only</u> An email message will be sent when your check is ready for pickup. <u>All Other Locations</u> Checks will be sent to your campus address. Specify alternate address if preferred: _____ _____
Department	Alternate Contact for Questions: Name _____	
Campus Phone	Phone _____	
Departure Date:	Return Date:	
Destination (City, State, Country):		
Purpose of trip:		Foreign travel requirements must be approved by the President/Provost.

Accounts to be charged:	_____	_____	_____
	Fund	Org./Dept.	Acct.

SECTION B Estimated Expenses *(Attach backup documents to this form. [Click here for reimbursement chart.](#))*

Lodging costs <i>(include room tax and mandatory charges)</i>	1. _____
Meals	2. _____
Air, train or bus fare(s)	3. _____
Rental car(s), van, taxi, limo, parking, misc. travel expenses	4. _____
Personal automobile: _____ miles at \$0.55 per mile <i>(subject to change)</i>	5. _____
Conference fees	6. _____
TOTAL amount authorized <i>(add lines 1-6)</i>	7. _____

SECTION C Complete this section for TRAVEL ADVANCES ONLY. *(Use Acct. No. 150010)*

Amount to be advanced: _____ Date Required _____

SECTION D Complete this section for GRANT APPROVALS ONLY.

	Department Head	College Dean/VP	Grants Accountant
Grant Approvals			
Print Name			
Signature			

SECTION E

Your Signature	Date
_____	_____
Department Head	Date
_____	_____
College Dean / VP	Date
_____	_____
AVP of Finance	Date
_____	_____
President/Provost <small>(International travel only)</small>	Date
_____	_____

TRAVEL AUTHORIZATION FORM (TA) INSTRUCTIONS

ROOSEVELT UNIVERSITY

The all-in-one Travel Authorization (TA) form encompasses travel authorizations, travel advances, estimated costs and grant authorizations.

- On the Roosevelt Intranet go to: intranet.roosevelt.edu/controller/default.asp
- Click on Documents & Forms, then click on Travel Authorization Form and Instructions.

Important

- *No advance checks will be issued more than six months from date of travel.*
- *All advances must be cleared within 30 days of your return trip using the Employee Expense Report (EER).*

INSTRUCTIONS

Sections A, B and E must be filled out for ALL TRAVEL REQUESTS. You must also be able to justify expenses noted in Section B with supporting documents. Examples of supporting documents include:

- a. Conference confirmations
- b. Prepaid flight confirmations or “on hold” reservations
- c. Hotel confirmations

SECTION A

1. Indicate name, title, department, campus phone, alternate contact for questions, departure date, return date, destination and purpose of the trip.
2. Checks will be sent to your designated campus address unless otherwise indicated in the “All Other Locations” section.
3. Accounts to be charged: Indicate all accounts to be charged by fund, org./dept. and account number.
Click here for a complete listing.
4. Employees will be notified via email for check pickup at the Auditorium Building only. For employees in other buildings, your check will be sent to you via your campus building address, unless otherwise requested.

SECTION B

1. Estimate your expenses and attach backup. Fill in appropriate blanks. The total dollars estimated will automatically calculate.
2. See below for a ***Reimbursement Chart***. This chart will provide you with suggested maximum reimbursement rates categorized by relative travel costs associated with certain cities. Suggested rates allowed are for transportation, lodging and meals based on four city group destinations.
3. Airfare should be based on coach class. It is the University’s policy that you should plan your trips well in advance to secure reasonable airfares.
4. Mileage reimbursement follows the U.S. General Services Administration protocol.
5. For cities not listed, please consult the Office of Finance and Administration at (312) 341-3583 for appropriate reimbursement rates.

Roosevelt will not pay any travel agent, airline, motel/hotel or other vendor directly.

TRAVEL AUTHORIZATION FORM (TA) INSTRUCTIONS

ROOSEVELT UNIVERSITY

SECTION C

Advances: Complete Section C in addition to Sections A, B and E. *Advances are typically used for two things:*

1. Payment for travel with Roosevelt University dollars in lieu of personal funds.
2. Repayment of expenditures prepaid by the employee *in advance of the actual travel date*. This includes the pre-purchase of plane tickets, conference fees, etc.

You will be notified via email when your check is ready for pickup.

After travel has occurred, all advances are accounted for in Sections C and D of the Employee Expense Report (EER) in order to zero out the advance. **Note: EERs are filled out AFTER travel has been completed.**

SECTION D

Grants: Complete Section D in addition to Sections A, B and E.

- a. Pre-approval must be obtained from the senior grant accountant in the Office of Finance and Administration. Approval includes:
 - Assurance that the trip is allowable
 - Funding is available
 - Related to the purpose of the grant
 - Occurs within the period of the grant award
 - Person traveling is associated in some way with the program
 - b. Travel authorization should be done within the same fiscal year (September 1 –August 31).
-

SECTION E

1. Your signature is required on all travel requests.
2. Department head and/or Dean/VP signatures are required, as applicable.
3. The Associate Vice President of Finance will sign off after the Office of Finance and Administration completes the audit of documents.
4. Additional approval from the Provost is needed for international travel.

REIMBURSEMENT CHART

TRAVEL REIMBURSEMENT RATES				
	GROUP I CITIES	GROUP II CITIES	GROUP III CITIES	GROUP IV CITIES
<p>Maximum reimbursement rates are categorized by relative travel costs associated with certain cities.</p> <p>For cities not listed, please consult the Office of Finance and Administration for appropriate reimbursement rates.</p>	Annapolis, MD Aspen, CO Boston, MA Chicago, IL Las Vegas, NV Los Angeles, CA Minneapolis/ St. Paul, MN New York City (Manhattan and metro area) Palm Beach, FL Philadelphia, PA San Diego, CA San Francisco, CA Seattle, WA Washington, DC and metro area	Baltimore, MD Dallas, TX Houston, TX Miami, FL New Orleans, LA Phoenix, AZ Sacramento, CA San Jose, CA St. Louis, MO	Atlantic City, NJ Buffalo, NY Charleston, SC Cleveland, OH Cincinnati, OH Ft. Lauderdale, FL Hilton Head, NC Lake Tahoe, CA Little Rock, AR Madison, WI Pittsburgh, PA Providence, RI Salt Lake City, UT San Antonio, TX	Atlanta, GA Boise, ID Cedar Rapids, IA Charlotte, NC Columbus, OH Denver, CO Detroit, MI Indianapolis, IN Louisville, KY Kansas City, MO Memphis, TN Milwaukee, WI Nashville, TN Orlando, FL Portland, OR Tampa, FL
	TRANSPORTATION			
Air	Coach	Coach	Coach	Coach
Bus	Economy	Economy	Economy	Economy
Rail	Economy	Economy	Economy	Economy
Personal Auto*	\$0.55/mile	\$0.55/mile	\$0.55/mile	\$0.55/mile
GROUND TRANSPORTATION (includes shuttle, taxi, public transportation and parking at point of departure)	\$75.00 each way	\$75.00 each way	\$75.00 each way	\$75.00 each way
LODGING				
The maximum daily rate is exclusive of applicable taxes. Taxes will be included in the reimbursement.	\$250.00/day	\$225.00/day	\$195.00/day	\$150.00/day
MEALS				
Meals including tax and tips as well as other allowable expenses.	\$64.00	\$59.00	\$54.00	\$49.00
All of the above are suggested rates and are based on IRS guidelines. *Mileage reimbursement follows IRS protocol. The 2009 rate is listed.				