Travel Order & Advance

Traveler Information
Name: _____
Employee I.D. #_____
Check yes or no:
UA Employee yes no
UA Student yes no

I have arranged for the appropriate visas and permissions for research activity (initial) _____

Itinerary
Departure Date/Time: _____
Return Date/Time:_____
From (City): _____
To (City): _____
Proposed route (principal cities only):

Conference Date(s): _____
Purpose of Trip:

Funding
Account #(s)_____
Amount(s) _____

Travel Advance*
Is a travel advance required? Yes No
Amount: $_____
Date required:_____

Estimated Expenses
Private Vehicle Mileage:
Number of miles _____x 44.5 cents
Total = $_____

Lodging $_____
Designated? Yes No

**Meals & Incidentals $_____

Public Transportation
University vehicle Yes No
Commercial aircraft $_____
Taxicabs $_____
Rental vehicle $_____
Fuel $_____

***Private or charter aircraft/boat $_____
Other, please specify $_____

Miscellaneous
Registration fees $_____
Parking $_____
Telephone/postage $_____
Other $_____

Total Expenses: $_____

*A travel advance will require your signature on a travel form to be submitted to the Travel Office for pre-payment, and must be processed in the Business Office two-weeks in advance.

**You may look-up the current meals & lodging per diem rates at the UA website:
http://www.fso.arizona.edu/fso/deptman/14/1471lodg.html

***Private aircraft or boat travel (whether privately operated or chartered) must be pre-approved by the Office of Risk Management. Please call 621-1790 if you have specific questions about Risk Management approval or other insurance-related questions.