SOUTHERN UTAH UNIVERSITY
Cedar City, Utah
TRAVEL AUTHORIZATION

Budget Available

Traveler: Your Name Goes Here Date Date you are Filling out Form

Destination: Where you are traveling

Purpose of Trip: Why you are traveling

Trip by: Univeristy Vehicle (X if using Motor Pool) Private Vehicle (X if using your vehicle) Plane (X if Flying) Other (X for transportation)

Date & time of departure: When you are leaving Date & time of return: When you are returning

Names of others in party: Put each persons name that is traveling with you. They must fill out their own travel authorization as well.

ESTIMATED EXPENSES:

ACCOUNT NUMBER Account to be charged

University Vehicle, No of Miles: No. of miles to be traveled Cost: miles X cost/mile

Out of Pocket Costs:

Private Veh. No of miles	No. of miles to be traveled	Cost	miles X cost/mile
Lodging			cost of hotel
Meals			per diem meal $
Other (specify)			misc travel items
	Total		total of all of the above

APPROVED:

Signature of Department Head
Department Head

Signature of Dean/Director
Dean/Director

✍Travel Advance Amount do not include Univ. vehicle (75% of out-of-pocket expense)
✍(Authorization for advance must be submitted.)

Must have Two signatures besides travelor

Signature of Vice President
Vice President

I hereby certify that I am familiar with the rules and regulations governing operations of University owned vehicles and assume responsibility of vehicle and occupants while vehicle is in my possession.

Signature of President
President

Your signature
Traveler

Person who will take your classes while you are away
has been approved to care for my classes while I am away from the campus. (no classes will be dismissed.)

1- White Copy is to be attached to reimbursement claim.
2- Green copy is for Traveler's File.
3- Yellow Copy is for Advance/Insurance.
4- Pink Copy goes to Business Office
5- Gold Copy goes to Motor Pool

Instructions for this form

This form must be obtained from the Controllers Office. It has several copies that serve a variety of purposes and therefore must not be printed out and used as a single sheet form. It also has control numbers which are important for tracking.
Fill out as described on the form. You must obtain the proper signatures before submitting it to the Budget Office for approval. After the budget has been approved the form is sent to the Accounts Payable Office and processed. Please allow adequate time for the form to be procedded before the travel date. If you need an advance you MUST submit the form to the Budget Office with all the proper signatures at least 5 business days before the travel date.