

Travel Authorization Form

Department of History

Name: _____ Date: _____

Event Dates: _____ To _____ Travel Dates: _____ To _____

Destination: _____

Please note:

If your destination is **FOREIGN**, you **MUST** register with the Study Abroad Office before returning this form.

Faculty: <http://studyabroad.uark.edu/faculty-and-advisors/employee-travel-registration.php>

Students: <http://studyabroad.uark.edu/health-and-safety/independent-student-travel.php>

Detailed Explanation of Trip Purpose (e.g., conference name, event, where you're researching, etc.):

Transportation Mode: Check all that apply

Air Rental Car Private Car Guest in Vehicle Other _____

Expected Expenses

Please list all anticipated travel expenditures

	Pre-pay by U of A with TCard	OR	Personal Reimbursement
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Airfare Airfare Reuest Form must be attached for Pre-pay MUST purchase at least 14 days prior to departure	\$ _____	OR	_____
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Personal Car Mileage (can claim up to 70 mi roundtrip to XNA)	# of miles _____ X \$0.42	=	_____
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Rental Car (Pre-pay by U of A is only available for trips where traveler is departing from Fayetteville)	\$ _____	OR	_____
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Registration (A completed registration form must be attached for pre-pay)	\$ _____	OR	_____
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Lodging Is this conference pricing? Yes No		\$	_____
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Meals Do you want to claim the per diem rate for meals? Yes No		\$	_____
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Misc. Check all that apply

Parking	Taxi	Shuttle	Fuel (Rental Car Only)	\$	_____
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Internet	Phone	Other	_____
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Total Trip Cost Estimate (Pre-pay AND Personal Reimbursement)	\$	_____
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Requesting a Travel Advance? Yes No
 (Advance amount based on % of Reimbursable expenses not including items which can be paid for by TCard (airfare, car rental, and registration).)

Funding Information (How the trip is being paid for): Check AT LEAST one

RIF Cost Center #: _____ \$ Amount or % (e.g., \$500, 100%) _____

Fulbright Travel Grant \$ Amount _____

Grad School Travel Grant \$ Amount _____

Other Award Award Name _____ Award \$ Amount _____ Cost Center # _____