

## TRAVEL AUTHORIZATION

In-State \_\_\_\_ Out-of-State \_\_\_\_ Out-of-Country \_\_\_\_ Travel Advance \_\_\_\_ PTE Authorized \_\_\_\_

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### TO BE COMPLETED BY TRAVELER

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Division Name: \_\_\_\_\_

Travel Date From: \_\_\_\_\_ To: \_\_\_\_\_ Destination(s): \_\_\_\_\_

Conference/Meeting Name: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Travel Advance Amount: \_\_\_\_\_ Prior to Trip Expense Authorized: Yes or No

Total Estimated Cost: \_\_\_\_\_ Fund Source: General or Special *Complete Payment Info below, if known.*

Total Actual Cost: \_\_\_\_\_ Difference in Estimated and Actual Cost: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### TO BE COMPLETED BY AGENCY / INSTITUTION (As required by individual Agency / Institution)

Funds Certification: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Division Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Approval: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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### TO BE COMPLETED BY DEPT. OF FINANCE & ADMINISTRATION For Travel Outside the Continental U. S.

Budget Analyst Fund Certification: \_\_\_\_\_ Date: \_\_\_\_\_

DFA Executive Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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### TO BE COMPLETED BY DEPT. OF FINANCE & ADMINISTRATION For Excess Expenses Incurred on Travel Outside the Continental U. S.

Budget Analyst Fund Certification: \_\_\_\_\_ Date: \_\_\_\_\_

DFA Executive Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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### PAYMENT INFORMATION

SAAS Agency #: \_\_\_\_\_ Activity: \_\_\_\_\_ Trip #: \_\_\_\_\_

SPAHRS Agency #: \_\_\_\_\_ Org: \_\_\_\_\_ Cat: \_\_\_\_\_

Fund #: \_\_\_\_\_ Sub Org: \_\_\_\_\_ Proj: \_\_\_\_\_

**INSTRUCTIONS FOR TRAVEL AUTHORIZATION**

1. A separate form must be completed for each traveler and travel type (e.g., in-state, out-of-state, out-of country).
2. Complete all applicable items and obtain approval PRIOR to commencing travel.
3. All travel outside the continental limits of the United States must be approved by the Department of Finance and Administration prior to departure. Travel to Alaska no longer requires such approval, but travel to Hawaii or Puerto Rico does.
4. If actual expenses exceed the estimated expenses on travel outside the continental limits of the United States, the original form shall be resubmitted showing the excess charges and again approved by the Department of Finance and Administration.
5. Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.
6. The travel advance should include travel related costs paid by the traveler, not expenses paid directly by the agency (e.g. pre-paid registration, travel account charges). If an advance is not settled within 10 working days after the end of the month in which travel is completed, the traveler’s paycheck WILL be held until the debt to the State is resolved. Only two outstanding advances are allowed at any time. Additional advances require DFA approval.
7. The Prior to Trip Expense authorization is granted for any lodging or public transportation purchases to be paid by the traveler prior to traveling.
8. A copy of this approved form along with supporting documentation must be submitted with the travel voucher form 13.20.10 in order to receive reimbursement.
9. For detailed line instructions, see MAAPP manual section 13.20.20.

**WORKSHEET**

		<u>Estimated Cost</u>		<u>Actual Cost</u>
Airfare	\$		\$	
Meals (____ Days @ \$_____/ Day)	\$		\$	
Lodging (____ Days @ \$_____/ Day)	\$		\$	
Registration Fee	\$		\$	
Rental Car (____ Days @ \$_____/ Day)	\$		\$	
Mileage:	\$		\$	
Other:	\$		\$	
	\$		\$	
Total	\$		\$	