Print Form

Clear Form

University of North Texas Health Science Center at Fort Worth
Request for Approval of Travel

Date 2/19/2013	**EXPENSE ITEM**	**AMOUNT**	**Advance**
1. Traveler Name Has State Travel Credit Card? ☐ John Doe Student ID: 00000000 MSGA Scholarship up to $450.00	**8. Airfare Carrier** Airfare to be paid by (check one): Travel Office State Card ☐ Individual State Travel Credit Card ☐ Personal Credit Card ☐		
2. Department: MSGA **Dept ID/Proj ID# Charged:** 60802	**9. Travel Agency Fee**		
3. Departure AM day of 20 13 PM	**10. Automobile** **miles** @ $0.555	$0.00	
4. Return AM day of 20 13 PM	**11. Car Rental** Rental Car Agency Name:		
5. Principal Mode of Transportation: Car ☐ Air ☐	**12. Meals** Daily cost: $46.00 Day(s):	$0.00	
6. Purpose and Destination DO Day on the Hill Washington, DC	**13. Lodging** Hotel Name:		
	1st Night Deposit Required Yes ☐ No ☐		
7. Signatures	**14. Parking**		
Traveler	**15. Taxi or Limousine**		
Supervisor	**16. Other**		
DeptID/ProjID Holder			
Prepared by Phone Ext.	**TOTAL**	$0.00	$0.00
	Maximum Advance @ 90%		$0.00
	****Credit Card Holder Advance**		$0.00

Advances (Please Check if Requesting): **Advance Funds** ☐ Amount _____ **Advance Airfare** ☐

Special Instructions:

Requisitions are actual obligations of departmental funds and they should be prepared with extreme care. Adherence to instructions in preparation of requisitions will expedite processing when received in the Business Office.

Excess Obligations Prohibited. No department shall incur an obligation in excess of the amounts appropriated to it for the respective objects or purposes named. In the event this provision is violated, the Business Office shall deduct an amount equivalent to such over obligation from the salary or other compensation due the responsible requisitioning or disbursing officer or employees.

Requests for Cancellation. Requests for cancellation, deletion, modification of purchase orders must be made to the Business Office in writing by the budget administrator or his designated alternate.

All Travel must be authorized in advance. No traveling expense shall be incurred except for official business approved in advance by the President. The President will approve travel requisitions for personnel for the following types of travel:

1. Formal presentations of original research by an employee, if before a national, international, or regional, or State-learned society.
2. To transact official College business.
3. For travel by employees to conduct extension teaching programs.
4. For any other travel necessary in the operation or maintenance of the institution.
5. To recruit faculty and staff.
6. To obtain materials for faculty research.

*Only employees without a travel credit card may be advanced 90% of the estimated travel expenses, excluding the airfare.

**Employees with a travel credit card will only receive advance funds to pay airfare and hotel first night deposit if these are charged to travel credit card in advance.

Acct. 10-3 Original-Business Office Copy-Department Head Copy-Traveler's Copy Rev: 10/07