

REQUEST FOR TRAVEL AUTHORIZATION

Document ID #

Name: UTEID:

Travel Dates: Begin: End:

Destination:

Code	Purpose of Travel: (check one)	Please give description.
01	Attend meeting, conference, etc.	
02	Conduct lecture or teach course	
03	Perform research activities	
04	Participate or officiate in an event	
05	Recruit prospective employee	
06	Site or field visit	
07	Serve as expert witness	
08	Present original research paper	
09	Fundraising	
10	Negotiate a contract	
11	Prospective Employee	

Code	Benefits to University: (check one)	Please give description.
01	Help accomplish research objectives	
02	Help fulfill contract provisions	
03	Enhance grad/undergrad curriculum	
04	Enhance performance of job duties	
05	Enhance University operations	
06	Enhance reputation of the University	
07	Other (specify)	

Code	Disposition of Duties: (check one)	Please give description.
01	No classes missed	
02	Duties assumed by colleagues or staff	
03	Duties require travel	
04	Duties held until return	
99	Other (specify)	

Check here if no cost to UT

Account #

Estimated Amount

Meals

Lodging

Transportation

(Check if airfare centrally billed)

Rental Car

Other (registration, etc.)

Total

TRAVELING IN TEXAS: No hotel tax is allowed to be claimed within the State of Texas. Travelers should take a tax exemption form and present to the hotel when arriving.
FOREIGN TRAVEL: 14 and 20 accounts need "UT President's Approval," please allow one month for processsing.