



### Travel Authorization Request

Email completed TAR form to [ASBC-Travel@usf.edu](mailto:ASBC-Travel@usf.edu) at least 2 weeks prior to travel

Department:

Supervisor's Name:

Type of Travel:      Professional Development      General Business      Training Course

#### Traveler Information

Name:

Title:

Email:

Phone:

Employee ID#:

Dates of Travel:

Time of Departure:

Time of Return:

Destination:

Name of Event or Conference:

**Trip Purpose/Justification** (Be specific, but brief):

#### ESTIMATED TRIP COST

*(Please estimate on the high side)*

|   |  |
|---|--|
| Registration  |  |
| Airfare   |  |
| Ground Transportation   |  |
| Lodging/Hotel   |  |
| Meals   |  |
| Other Expenses <i>(List below, mileage at 44.5¢ per mile)</i> |  |
| Car Rental  |  |
|   |  |
|   |  |
| <b>Total Cost</b>   |  |

#### CHARTFIELD INFORMATION

*(Department paying for this travel)*

|   |  |
|---|--|
| Operating Unit                              |  |
| Fund  |  |
| Department                                  |  |
| Product                                     |  |
| Initiative                                  |  |
| Project                                     |  |
| Name of Person Booking Travel               |  |
|   |  |
| Name on P-Card(s) used to pay for expenses: |  |
|   |  |

**REIMBURSEMENT CAP:** My signature below acknowledges that I accept responsibility to provide all receipts **within three (3) business days of purchase** to [ASBC-Travel@usf.edu](mailto:ASBC-Travel@usf.edu) *\*Approvals via email are acceptable.*

Traveler Signature:

Date:

## Checklist for USF Employee Travel

### NO travel arrangements can be made prior to TAR approval

|  |  |
|--|--|
|  | Email completed TAR form to <a href="mailto:ASBC-Travel@usf.edu">ASBC-Travel@usf.edu</a> <u>at least 2 weeks prior to travel</u>   |
|  | TAR number will be sent to traveler by ASBC or Archivum  |
|  | Make travel arrangements after TAR number has been received ( <b>If In-State travel, please ensure you are not charged sales tax.</b> )<br><a href="http://www.usf.edu/business-finance/purchasing/documents/pcard-docs/taxcert.pdf">http://www.usf.edu/business-finance/purchasing/documents/pcard-docs/taxcert.pdf</a> |
|  | Register for Conference with P-card<br><i>(Submit receipt to ASBC-Travel@usf.edu within 3 days of charge)</i>  |
|  | Make Airline reservation (Must use coach or economy class).<br><i>(Submit receipt to ASBC-Travel@usf.edu within 3 days of charge)</i>  |
|  | Make Hotel reservation (\$250 per night maximum unless reservation is with the conference hotel)<br><i>(Submit all advanced reservation/deposit receipts to ASBC-Travel@usf.edu within 3 days of charge)</i>   |
|  | Make Car Rental reservation with P-Card (Must use Enterprise/National Car Rental booked directly through Enterprise - contract # XZ42D09) (Must reserve Compact Class vehicle)   |

**SUBMIT all receipts to [ASBC-Travel@usf.edu](mailto:ASBC-Travel@usf.edu) within three (3) business days of expensing to PCARD**

|  |   |
|--|---|
|  | Date & Time of Departure  |
|  | Date & Time of Return   |
|  | If state vehicle used, provide <b>vehicle number</b><br>If state or rental vehicle used, provide <b>fuel receipts</b> |
|  | If personal vehicle used, provide destination address for mileage in state  |
|  | Car Rental receipt ( <b>Confirmations are unacceptable</b> )  |
|  | Transportation receipts (Ex. Shuttle, taxi, train)  |
|  | Submit Trip Itinerary/Conference at a glance/Agenda<br><b>What meals were provided?</b>                               |
|  | Hotel/Lodging receipt must show dollar amount & \$0 balance ( <b>Confirmations are unacceptable</b> )                 |
|  | Airline Baggage fee receipts  |
|  | Tolls & Portage   |