

**Preliminary Worksheet-Request for Travel Authorization (to be completed for ALL MIMG travel)**

Name of Traveler: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Who is responsible for your work and/or lab while you are away? \_\_\_\_\_

**TRAVEL DATES:**

Leave San Antonio: \_\_\_\_\_ Return to San Antonio: \_\_\_\_\_

Meeting Dates (if different from travel dates): Begin \_\_\_\_\_ End \_\_\_\_\_

Vacation/Personal Days Being Taken: NO YES If YES, which days: \_\_\_\_\_

Where are you going: (List each destination/date): \_\_\_\_\_

What is the purpose of your trip (be specific for each destination and continue on back if necessary):

**Attach copy of invitation or conference brochure**

If traveling outside the United States, does the country you are traveling to have travel warnings? NO YES

*Your signature is required below if traveling outside of the USA regardless whether your answer is yes or no.*

**SIGNATURE OF TRAVELER:** \_\_\_\_\_

Are you receiving an honorarium? NO YES \*\*

**\*\* If the answer is YES, please go to: (<https://vpr.uthscsa.edu/IDisclose>) and complete the required report.**

**SIGNATURE OF TRAVELER:** \_\_\_\_\_

**TRAVEL EXPENSES (please complete all sections that apply):**

Who is paying for the trip? Account # \_\_\_\_\_ UPT? NO YES  
(university paid travel)

Airfare (contract/coach ONLY) \$ **\*\*If personal purchase, attach itinerary**

Rental Car \$

Mileage/Other Transportation \$ Actual cost of hotel per night: \$ \_\_\_\_\_

Total per diem (meals & lodging) \$ Per diem for \_\_\_\_\_ days at \_\_\_\_\_ per day

Registration/Abstract Fee \$ Registration \$ \_\_\_\_\_ Abstract \$ \_\_\_\_\_

Other Allowable Expenses/fees \$ Were the above prepaid? NO YES

**TOTAL EXPENSES:** \$ \_\_\_\_\_

**READ AND SIGN BELOW and return form to Karoline:**

- No credit card or out of pocket expenses can be reimbursed until after the trip is completed.
- We cannot reimburse Texas state hotel occupancy tax. You will be given a Hotel Occupancy Tax Exemption Certificate to present when checking in.
- Per diem (meals/lodging) and rental car (prior approval required) are established by the State of Texas. Rates vary by location, season, and fiscal year. Karoline will provide the maximum amount allowed per night for hotel and meals per day.
- **We must have receipts for airfare, parking, hotel (itemized), taxis (destination/ amount) and registration fees.**
- Allow at least one week for processing if you want to use the UPT to purchase airfare. Corporate World Travel Planners must ticket airfare.

\_\_\_\_\_  
**Signature of Traveler/Date**

\_\_\_\_\_  
**Supervisor (Faculty) Approval**

\_\_\_\_\_  
**Paolo Casali, M.D., Chair**