

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 Jo Anne:

- 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. Jo Anne 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

Michael T. Berton, Ph.D., Interim Chair