

**TRAVEL AUTHORIZATION**

Traveler's Name:		Univ. ID#:	UNCG EMPLOYEE? Yes No	Telephone No:	Date Filed:
Address Code&Address:		Are you a student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Citizenship status US Citizen	Country:	Visa Type: Non-Resident Alien
Destination:	Purpose: (DO NOT ABBREVIATE)		Estimated Cost of Trip: (NO MORE THAN EST. REIM)		

Period Covered by this Voucher

Leave Date:	Time Left:	Return Date:	Time Returned:
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I understand that any advance made by the University is a loan and that I am personally responsible for all monies advanced to me. If a travel advance is obtained and the trip for which the advance is made is not taken, I agree to repay the advance immediately. I understand that I have up to ten days following completion of the trip to repay or substantiate the advance by completing and submitting this form with the required original receipts. In the event I fail to repay the advance, I agree that the University may deduct the amount of the advance from the next salary check due to me.

I approve this travel, including the amount to be advanced; I approve lodging, registration fee and meals (for out of country travel only) in excess of the allowed rate, use of personal vehicle and /or airport parking for the trip described above as a necessary University expense.

(Cross out any above phrases that are not approved)

Traveler's Signature	Date	Supervisor / Authorizing Signature(s)	Date
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**TRAVEL ADVANCE / COSTS PAID IN ADVANCE OF TRIP**

Fund: _____	Travel Costs Paid by the University in advance of the trip (attach invoice)		
Travel Advance Requested: \$ _____	Air	Registration	Other
*(Loan to Traveler)			
FUND number for costs paid in advance: _____	\$ _____	\$ _____	\$ _____
	(223010, 223020, 223030)/(234510, 234520, 234530)		

DOCUMENT NUMBER: MULTIPLE <input type="checkbox"/>	Invoice Date: (MMDDCCYY)	Transaction Date:	Bank	CM	Due Date:
VENDOR NUMBER:	Document #:				

**REIMBURSEMENT OF EXPENSES PAID BY TRAVELER**

<b>Transportation:</b>	
Air Transportation (attach receipt unless paid in advance)	=
Bus/Rail Transportation	=
Mileage _____ X \$ _____	=
Rental Car / Taxi : (attach receipt)	=
<b>Subsistence:</b>	
Hotel _____ nights @ _____ less deposit of _____	=
Breakfast _____ meals @ _____	=
Lunch _____ meals @ _____	=
Dinner _____ meals @ _____	=
Total Meals =	
<b>Other:</b>	
Registration (attach receipt/proof of payment unless paid in advance)	=
Other (attach explanation or use back of form)	=
<b>Total Expenses to be Reimbursed:</b>	
Entertainment (attach receipt & on reverse side of receipt describe who was entertained & business purpose of entertainment)	
Less Cash Advance Received: ( _____ )	
<b>Total Due Traveler / (UNCG):</b>	

In-State	Out-of-State	Out-of-Country	Non-Employee
223010	223020	223030	223220
223040	223050	223060	223220
223040	223050	223060	223220
223040	223050	223060	223220
223110	223120	223130	223320
223140	223150	223160	223320
234510	234520	234530	223320
223170	223180	223190	223320

COA	Index/Fund Number(s):	Fund Initials	Amount Reimbursed
G			\$ _____
			\$ _____
			\$ _____

Total Amount Reimbursed: \_\_\_\_\_  
These amounts must match

Non-State Acct to Charge for entertainment:	- 221322
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Entertainment Fund Holder	_____
Initials	_____

Under penalties of perjury I certify this is a true and accurate statement of my citizenship and of the lodging, expenses and allowances incurred in the services of the State.

I have examined this reimbursement request and certify that it is just, necessary and reasonable, and in compliance with University policies.

Traveler's Signature	Date	Supervisor's Signature	Date
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## Basic Procedure for Completing TRV-1; Travel Authorization/Expense Report

### If no cash advance or advance payments are required:

- For any overnight travel or registration fee in excess of allowed rates, it is required that the traveler complete the TRAVEL AUTHORIZATION section of the form and obtain the proper approval(s) before the travel is to take place, even if no advance is requested. Retain this signed form until completion of travel.
- The REIMBURSEMENT OF EXPENSES PAID BY TRAVELER section must be completed by the traveler upon completion of the trip and submitted to Accounting Services no more than 10 business days after the travel is complete.

### If a cash advance or advance payments are required:

- The TRAVEL AUTHORIZATION and TRAVEL ADVANCE/COSTS PAID IN ADVANCE OF TRIP sections must be completed. Please note that some registrations are due well in advance of the beginning of a conference. A **copy** of the form is to be sent to Financial Services at least 10 business days prior to travel, or 10 business days prior to any registration deadline, whichever is earliest.
- The REIMBURSEMENT OF EXPENSES PAID BY TRAVELER section must be completed by the traveler upon completion of the trip and submitted to Accounting Services no more than 10 business days after the travel is complete.

### Completing the TRAVEL AUTHORIZATION SECTION:

- All items must be completed by the traveler.
- If the travel is for a Non-Resident Alien and a tax treaty is claimed to exempt withholding taxes, call Accounts Payable for an IRS 8233 form. Only certain visa types are eligible to receive the benefit of the University paid travel.
- The worksheet below is to assist in the 'Estimated Cost of Trip' box. The 'Estimated Cost of Trip' should only be for amounts to be reimbursed by the University.

<b>Transportation:</b>	Air/Bus/Rail =		
	Mileage _____ x _____ =		
<b>Subsistence:</b>	Hotel _____ nights @ _____ =		
	Meals _____ days @ _____ =		
<b>Other:</b>	Registration =		
	Other =		
	Total Expenses: =		

Other Expenses (itemize):	Amount	Acct #
Carry this total to "Other" on front of form:		

### Completing the TRAVEL ADVANCE/COSTS PAID IN ADVANCE OF TRIP section:

- Any advance must be greater than \$100 and not greater than the 'Estimated Cost of Trip.'
- If advance payment of airfare, registration, or other charges is required, complete the necessary items in this section and attach the appropriate invoices for payment
- Send a **copy** of the partially completed form to Accounting Services for processing. The original should be kept by the traveler for completion at the end of the travel.

### Completing the REIMBURSEMENT OF EXPENSES PAID BY TRAVELER section:

- Complete the transportation, subsistence, and other sections of this form showing actual expenses. Note that any items paid by the University in advance of travel (per the TRAVEL ADVANCE/COSTS PAID IN ADVANCE OF TRIP section) should **not** be included in this section. Please fill in "Prepaid" with the corresponding amounts in parenthesis.
- Any 'other' expenses must either have an attached explanation/receipts or the explanation may be written in the box above.
- Any entertainment expenses must be explained as to who was entertained and the business purpose of the entertainment, and receipts must be attached. These expenses may not be charged against a state fund (11xxxx).
- Reconcile any amount due the traveler/amount due UNCG at the bottom of the section. If an amount is due UNCG, the amount should be in parenthesis and a check attached to the form for the amount due. **DO NOT SEND CASH.** Make check payable to UNCG.
- List the six-digit fund(s) to be charged for the travel expense. Make sure it is legible.
- If the Supervisor's Signature(s) at the bottom of the form is/are not the same as the Fund Holder for any six-digit fund listed, the fund holder must initial beside the fund number.
- The completed form should be signed by the traveler and his/her supervisor and sent (with check if applicable) to ACCOUNTS PAYABLE, 270 MOSSMAN BUILDING, UNCG.