

History Department Travel Authorization Request TA # _____

(office use)

After completing this form **DO NOT** download it. **ALL FIELDS WILL BE RESET**. **DO** select *print* to save as PDF and attach to email or print to submit as a hard copy.

Per Policy, travel must be approved prior to incurring expenses for the planned travel. (Boise State Travel Policy 6180).

- Travel authorization requests must be submitted at least two weeks prior to traveling to allow for sufficient time to process for approval. (International travel requires additional planning and more time.)
- P-Card is the preferred method for airfare, lodging, and registration for approved travel.
- A flight cost comparison must be included for airfare and mileage if driving.
- The traveler may be reimbursed for other travel expenses to cover per diem, public transportation, or other approved travel expense. Receipts are needed in order to process for reimbursement.
- Please include details and save all receipts. Feel free to contact Diana Bancroft with any questions.

Personal days included with business travel

- Expenses for travel that include personal days must be paid for with personal funds. The business portion will be calculated and reimbursement can be requested after the trip is complete. An itinerary of business days must be included with submission in order to process for authorization.

Part 1 - Traveler Information

Date Submitted _____ Traveler's Name _____ Employee ID# _____

Part 2 - Travel Details

Travel Location _____ Travel Begin Date _____ Travel End Date _____

Event Name _____

Business Purpose _____

*Will there be personal days? _____ Number of Business Days _____ Number of Personal Days _____

*(If the answer is yes, please include business itinerary with submission.)

Part 3 - Travel Expenses

	Estimated Amount	Method of Payment
Airfare	_____	
Registration	_____	
Lodging	_____	
Per Diem (meals, incidentals)	_____	
Public Transportation	_____	
Other	_____	
TOTAL	_____	

If other was selected for method of payment please specify.

Part 4 - Funding Source

Travel/History Account
Research Account
Start-Up Funds
UF 100
Other

Part 5 - Foreign Travel Only -- Requires at least 30 days to process.

1. Provide description if working with/training children.

2. Are drones owned or being used overseas? _____

To Submit

Print and submit hard copy to Diana.
Please include any supporting documents.

Department Approval -- (Office use only)

Yes / No Nick Miller / Department Chair