



TRAVEL APPROVAL (TA) FORM

This form is required for pre-approval of overnight travel to attend conferences, meetings, etc.

PURPOSE OF TRIP	DESTINATION	DEPART DATE	RETURN DATE	HOTEL

REQUESTOR NAME	DEPARTMENT/DIVISION	REQUEST DATE	CAMPUS ADDRESS	PHONE#

GL STRING	TRAVELER INFO		
Unit _____	LAST NAME	FIRST NAME	MIDDLE NAME
Division _____			
Organization _____	HOME ADDRESS		
Location _____	Street _____		
Fund Type _____	Apt _____		
Business Line _____	City _____		
Account _____ <i>varies by expense type</i>	State _____		
PROJECT STRING	Zip _____		
Project# _____			
Task _____			
Expenditure Type _____ <i>varies by expense type</i>			
Expenditure Organization _____			
Location _____			
Fund Type _____			
Business Line _____			
Principal Investigator (PI) _____			

ESTIMATED EXPENSES		AMOUNT
AIR/RAIL TRANSPORTATION	Booked via Rutgers travel agent? YES NO	
TAXI/CAR SERVICE		
PERSONAL CAR MILEAGE		
TOLLS/PARKING		
LODGING	Conference designated hotel? YES NO Paid via Check Request? YES NO If no, please explain why _____	
MEALS	Number of Days _____ x Per Diem Rate _____	
REGISTRATION FEE	Paid via Check Request? YES NO	
MISCELLANEOUS		
TOTAL ESTIMATED EXPENDITURE		
MAXIMUM REIMBURSEMENT APPROVED (if different from above)		

COMMENTS	SIGNATURES
	TRAVELER _____
	DIVISION DEAN/DEPARTMENT DIRECTOR _____
	ORG. OFFICER/PI (if different than above) _____
	BUDGET OFFICER _____

INSTRUCTIONS: Please complete form, obtain signatures, and submit with supporting documents to Mariely Rosario (mariely.rosario@rutgers.edu). Mariely will review, obtain Budget Officer approval, and email fully executed copy to traveler/requestor. Upon return from trip, please submit an Expense Report via the Expense Management system with signed TA form as an attachment.