



**TRAVEL APPROVAL (TA) FORM**

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

<b>PURPOSE OF TRIP</b>	<b>DESTINATION</b>	<b>DEPART DATE</b>	<b>RETURN DATE</b>	<b>HOTEL</b>

<b>REQUESTOR NAME</b>	<b>DEPARTMENT/DIVISION</b>	<b>REQUEST DATE</b>	<b>CAMPUS ADDRESS</b>	<b>PHONE#</b>

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

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

<b>COMMENTS</b>	<b>SIGNATURES</b>
	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. Traveler/requestor is then to submit a pre-trip request in Concur Travel and Expense for approval. Upon return from trip, please submit an Expense Report via Concur Travel and Expense with signed TA form as an attachment.