

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 Unit Division Organization Location Fund Type Business Line Account <i>varies by expense type</i>	TRAVELER INFO <table border="1"> <tr> <td>LAST NAME</td> <td>FIRST NAME</td> <td>MIDDLE NAME</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> HOME ADDRESS Street Apt City State Zip	LAST NAME	FIRST NAME	MIDDLE NAME	 	 	
LAST NAME	FIRST NAME	MIDDLE NAME					
PROJECT STRING Project# Task Expenditure Type 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 Monica Pereira (map500@sn.rutgers.edu). Monica 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.