

**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> Unit _____ Division _____ Organization _____ Location _____ Fund Type _____ Business Line _____ Account _____ <i>varies by expense type</i>		<b>TRAVELER INFO</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><b>LAST NAME</b></td> <td style="width: 33%; padding: 5px;"><b>FIRST NAME</b></td> <td style="width: 33%; padding: 5px;"><b>MIDDLE NAME</b></td> </tr> <tr> <td colspan="3" style="padding: 5px;"><b>HOME ADDRESS</b></td> </tr> <tr> <td colspan="3" style="padding: 5px;">Street _____</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Apt _____</td> </tr> <tr> <td colspan="3" style="padding: 5px;">City _____</td> </tr> <tr> <td colspan="3" style="padding: 5px;">State _____</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Zip _____</td> </tr> </table>				<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE NAME</b>	<b>HOME ADDRESS</b>			Street _____			Apt _____			City _____			State _____			Zip _____			
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<b>PROJECT STRING</b> Project# _____ Task _____ Expenditure Type _____ Expenditure Organization _____ Location _____ Fund Type _____ Business Line _____ Principal Investigator (PI) _____		<b>ESTIMATED EXPENSES</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; padding: 5px;"><b>EXPENSE DESCRIPTION</b></th> <th style="width: 40%; padding: 5px; text-align: right;"><b>AMOUNT</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><b>AIR/RAIL TRANSPORTATION</b> Booked via Rutgers travel agent? YES    NO</td> <td style="padding: 5px; text-align: right;">_____</td> </tr> <tr> <td style="padding: 5px;"><b>TAXI/CAR SERVICE</b></td> <td style="padding: 5px; text-align: right;">_____</td> </tr> <tr> <td style="padding: 5px;"><b>PERSONAL CAR MILEAGE</b></td> <td style="padding: 5px; text-align: right;">_____</td> </tr> <tr> <td style="padding: 5px;"><b>TOLLS/PARKING</b></td> <td style="padding: 5px; text-align: right;">_____</td> </tr> <tr> <td style="padding: 5px;"><b>LODGING</b> Conference designated hotel? YES    NO If no, please explain why _____</td> <td style="padding: 5px; text-align: right;">Paid via Check Request? YES    NO</td> </tr> <tr> <td style="padding: 5px;"><b>MEALS</b> Number of Days _____ x Per Diem Rate _____</td> <td style="padding: 5px; text-align: right;">_____</td> </tr> <tr> <td style="padding: 5px;"><b>REGISTRATION FEE</b> Paid via Check Request? YES    NO</td> <td style="padding: 5px; text-align: right;">_____</td> </tr> <tr> <td style="padding: 5px;"><b>MISCELLANEOUS</b></td> <td style="padding: 5px; text-align: right;">_____</td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: right;"><b>TOTAL ESTIMATED EXPENDITURE</b> _____</td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: right;"><b>MAXIMUM REIMBURSEMENT APPROVED (if different from above)</b> _____</td> </tr> </tbody> </table>				<b>EXPENSE DESCRIPTION</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 If no, please explain why _____	Paid via Check Request? YES    NO	<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> _____	
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<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 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.