

IDAHO STATE UNIVERSITY
TRAVEL AUTHORIZATION
Student or Non-Employee

Date: _____

Name of Traveler: _____ Bengal ID#: _____ Address: _____ Phone: _____ Paying Department: _____ Dept Contact: _____	Business Purpose of Travel: (Must be completed to determine taxability)
Destination-City _____ State _____	
Index to be charged: 1. _____ \$ _____ 2. _____ \$ _____	
Signatures:	Departure date: _____ Time: _____ Return date: _____ Time: _____
SIGNATURE OF TRAVELER _____ DATE _____	Estimated Costs: Meals _____ Ground Travel _____ Lodging _____ Airfare _____ Mileage _____ Registration _____ Parking _____ Gasoline _____ Misc. Expense (List) _____
APPROVAL-Account DIRECTOR _____ DATE _____	Total Estimated Cost _____ DEPARTMENTAL LIMIT (if applicable): _____ Advance Amount: _____ (Students only, 50% total estimated cost)
UBO SIGNATURE _____	
GRANT ACCOUNTING APPROVAL _____	

General Information

1. Prior to requesting approval to travel , traveler should be familiar with the ISU travel regulations found in the Travel Policy on the web.
2. All university-related travel must have prior approval.
3. Travel reimbursement shall not exceed the limitations stated in the ISU Travel Regulations.
4. Complete the Travel Authorization form, obtain the required signatures and forward the original to the Accounts Payable Office.
5. Receipt information (required for reimbursement):
 - a. The traveler is responsible for obtaining adequate receipts to support the reimbursement claim.
 - b. Original receipts are required for reimbursement.
 - c. Each traveler must file a separate reimbursement.
 - d. If you have questions , please contact the Accounts Payable Office, ext. 2511.