

Great News! The On-line Travel Authorization is ready to be used!

Guide to processing the form:

The Travel Authorization Form is found on the Controller's Office Web site under Forms, Travel Authorization (Online)- <http://suu.edu/ad/controller/forms.html>

To access the form, use your network log-in and password.

Online travel authorizations must be submitted and approved prior to any travel. Policy states that authorizations must be submitted at least five (5) days prior to in-state travel and ten (10) days for out-of-state travel.

EXPENSES

Motor Pool requests with amounts on the University Vehicle line will automatically go to Motor Pool to alert when a vehicle is needed. You will need to contact Motor Pool for the actual vehicle reservation.

All anticipated expenses must be included, indicate any prepaid costs in the prepaid cost column.

Travel advances; specify the amount of the advance in the box provided. Upon the supervisor's approval, the notification will go to the A/P office for processing the advance. No additional form is needed.

BUDGET AND ACCOUNT INFORMATION

The Index or the FOAPAL can be entered for the budget and account information.

The fund or funds being charged for travel must have sufficient budget in the fund to cover the travel expense being requested.

If more than one fund is used, the percentage from each fund will be figured, encumbered and charged.

APPROVAL

The form must be e-mailed to the traveler's supervisor.

A copy of the Travel Authorization Form must accompany the reimbursement request.

If you have any questions, please feel free to contact us.

Cambria Conlin
conlin@suu.edu
Ext. 7724

Ed Zell
zell@suu.edu
Ext. 7730

Marieta Johnson
johnsonm@suu.edu
Ext. 7991