



Steps to Booking Travel with the Utah State Travel Office

1. Please plan ahead. Travel arrangements involve multiple departments and a minimum of two weeks' turnaround is needed. If traveling for a conference, an agenda needs to be provided.
2. Submit the IIC Travel Form at the following link: [IIC Intern Travel Request Form](#).
3. The IIC Office will process the travel request and email interns a Travel Authorization (TA#) number. Once you receive the TA#, move on to the following steps. Please allow 2-3 business days for correspondence.
4. Connect with Lanea Blosser at Utah Travel via email or phone and provide the following travel details:

Direct line (801) 327-7653
lanea.blosser@cbtravel.com

Traveler Information Needed

Please enter the traveler's name as it appears on the Government-Issued ID

Traveler First name:

Traveler Middle name: (if you do not have a middle name or initial, please enter N/A)

Traveler Last name:

Traveler E-mail:

Date of Birth: (mm/dd/yyyy)

Gender:

Travel Authorization Number: (You should have gotten this in step 2 above.)

Traveler Department Name: Southern Utah University, Outdoor Pathways, IIC

Travel Dates: (mm/dd/yyyy)

Provide info pertinent to your trip:

Air Request:

One way or Round Trip

Departing City/Arrival City

Departure Date/Return Date

Car Rental Request: (Yes/No)

Hotel Request: (Yes/No)

Additional Comments: Utilize Jennifer Burton's P-card on file for payment

5. You should receive email communication from the Utah Travel Agent office discussing flight options, lodging options, confirming your reservations, and/or asking for clarification and approval for your itinerary.
6. If a hotel is needed, please loop Jenn Burton in to prepay for your hotel stay.
7. Travel!
8. After your travel is complete, forward all applicable receipts (final hotel billing, etc.) to Jenn Burton.
9. If there were unexpected expenses, send a copy of each receipt to Jenn Burton (jenniferburton1@suu.edu) & the IIC's accounting department (iic@suu.edu) with a short description of your trip and the reason for the added expense.
10. IIC staff will work with the intern to complete an expense report.
11. The Intern will receive an email to "approve" the expense report.
12. IMPORTANT: The intern must APPROVE the expense report to be reimbursed!
After 30 days, we are not obligated to reimburse those expenses. At fiscal year end (June), all travel expense reports need to be completed within 10 days.
13. The intern will be reimbursed via check or direct deposit.