

Steps to Booking Travel with the Utah State Travel Office

1. Complete the IIC Travel Form at the following link [IIC Intern Travel Request Form](#) this will automatically issue a travel authorization #.
2. The IIC office only have access to this number, to get a copy and move onto the next step you then need to request it from the person listed below.
 - a. Tayia Burge - tayiaburge@suu.edu (435) 586-1981, (interns whose work location is remote or based in Utah)
 - b. Jenn Burton- jenniferburton1@suu.edu (435)586-7829 (interns whose work location is outside the state of Utah)
3. Once you have your travel authorization # navigate to the Utah Travel Office Website: [State of Utah Travel Request Form](#) From there click on "How to reach a Travel Agent" in the tab on the right - and then click on "send travel request to my agent."
4. Fill out the [State of Utah Travel Request Form](#) using the cheat sheet below:

Preferred Agent: Any agent is good BUT if you are traveling with others and want to stay in the same location, it is recommended each person select the same travel agent, and *mention who they are traveling with* in the "Additional Comments" section.

Contact Information: Yours

Traveler Information: Yours

Travel Authorization #: (you should have gotten in step 2 above)

Traveler Department Name: Outdoor Pathways

Traveler Division Name: IIC

Unit Number: n/a

BTA Card Number: n/a

Air Request, Car Request, Hotel Request - Fill these sections out based on your needs.

Additional Comments: Add, "Please contact [Insert Tayia's contact information here] for payment. "

5. You should receive email notifications from the Travel office confirming your reservations and/or asking for clarifications and approval for your itinerary.
 - a. Reservation Requests made through this web form will produce a response via email to the requester within 4 business hours. The Utah Travel Office will make every effort to answer all requests by the end of the day, but requests should be submitted by 3 pm. If you submit a request after 3 pm and do not receive a response by the following day, call the State of Utah Travel Office Direct line (801) 327-7617.
6. If you booked a hotel, contact Tayia Burge to prepay for your hotel stay.
7. Travel
8. Forward all applicable receipts (final hotel billing etc.) to Tayia Burge.

9. If there were unexpected expenses, send a copy of each receipt to the IIC's accounting department, (iic@suu.edu) with a short description of your trip and the added expense.
10. The accounting department will then complete an expense report.
 - a. The Intern will receive an email to "approve" the expense report.
 - b. **IMPORTANT** he intern must **APPROVE** the expense report to be reimbursed!
 - c. The intern will be reimbursed via check or direct deposit.