



# TRAVEL AUTHORIZATION REQUEST FORM

A. Use this form for travel requiring prior approval.  
B. To purchase air line tickets call Sanditz Travel  
C. Complete form, retain copy and forward to the  
UConn Health Travel and Cash Management Office.  
MC-5105

D. If requesting a Travel Advance, complete the  
Travel Advance Request Form with TA package.

E. Registration payment through UConn Health may  
be done by appointment with the UConn Health  
Travel and Cash Management Office

TA#

EMPLOYEE NAME (FOR WHOM AUTHORIZATION IS REQUIRED)				TITLE		EMPLOYEE ID #		BANNER ID	
TELEPHONE			REQUEST DATE		COLLECTIVE BARGAINING ID		IF OTHER, PLEASE SPECIFY		
TRAVELERS ADDRESS									
TRAVELERS PHONE		DEPARTMENT - MAILCODE		THIRD PARTY FUNDING IS ANY PART OF THIS TRAVEL PAID FOR BY A THIRD PARTY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", NAME OF THIRD PARTY AND EXPECTED AMOUNT: \$					
PREPARED BY									
<b>ITINERARY</b>						<b>MISC. INFO.</b> <input type="checkbox"/> PERSONAL / VACATION TIME DATES <input type="checkbox"/> PARKING PERMIT REQUESTED <input type="checkbox"/> PURCHASE OWN TICKET			
FROM LOCATION	TO LOCATION	DEPART TIME	ARRIVAL TIME	FROM DATE	TO DATE				
						<b>TRIP COST</b> <b>TRAVEL ADVANCE REQUESTED</b> HOTEL Paid by Traveler UConn AIR FARE / RAIL REGISTRATION FEE MILES @ /mile MILEAGE ALL OTHER COSTS <b>TOTAL COST</b>			
<b>FLIGHT INFO.</b>									
DATE	AIRLINE(S)	FLIGHT #	DEPART TIME	FROM LOCATION	ARRIVAL TIME	TO LOCATION			
BUSINESS PURPOSE OF TRAVEL ( ATTACH SUBSTANTIATING DOCUMENTS )								TRANSPORTATION RAIL CAR <input type="checkbox"/> OTHER:	
	COMMITTED AMOUNT	FUND	ORG	PGM	ACCT	FISCAL YEAR			
HOTEL									
AIR FARE / RAIL									
REG. FEES									
MILEAGE									
OTHER COSTS									
TO BILL MORE THAN 20% ABOVE APPROVED AMOUNT MUST BE RESIGNED OFF BY SENIOR EXECUTIVE APPROVER.									
TRAVELER ( SIGNATURE )				SUPERVISOR / DIRECTOR ( SIGNATURE )					
DEPT. ADMIN ( SIGNATURE )				SENIOR LEVEL AUTHORIZER ( SIGNATURE )					
GRANTS APPROVAL ( SIGNATURE IF APPLICABLE)									