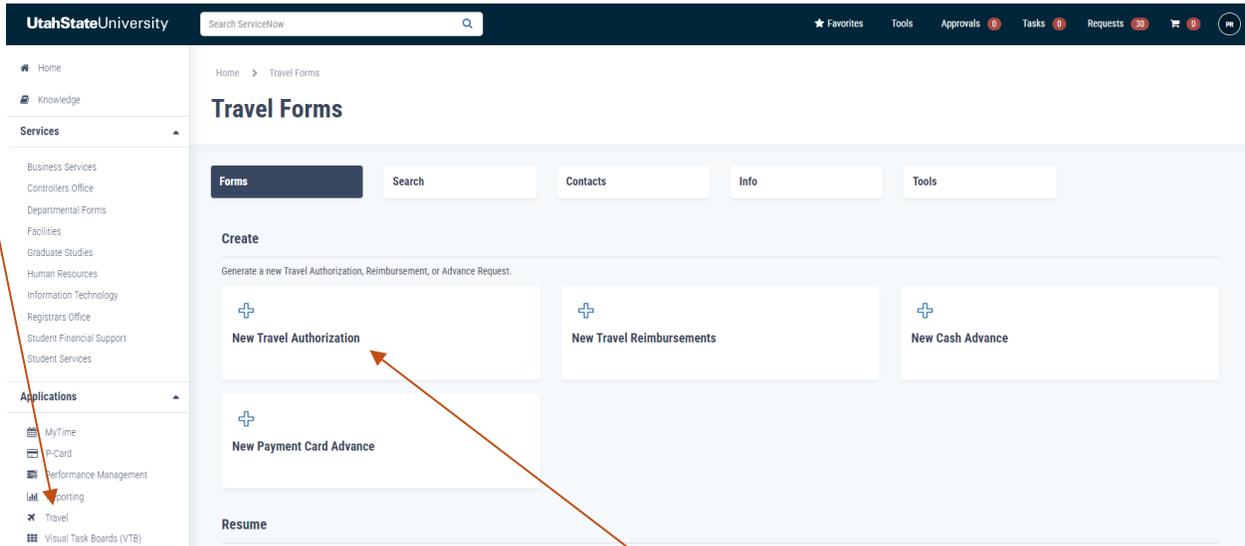


# ServiceNow Travel Authorization and Travel Reimbursement Instructions

Travel Authorization Form and Travel Reimbursement Form can be found at: <https://usu.service-now.com>

Click on 'Travel' on the Side Under Applications



Travel Authorization Requests should be submitted 2 weeks before travel takes place. Use this form to describe what you expect to take place during your travel.

## Travel New Authorization

Generate a new Travel Authorization

Prior to generating travel documents, please review [USU Policy 515 Travel Policy](#), [USU Policy 536 International Travel](#), and the [USU International Travel Registry](#).

Travel Authorization New record

Images may be added here by clicking on the paperclip or by dragging and dropping into this area.



Paula Reese (Initiator)

### REQUEST

Number: [ ] Stage: New  
Requested By: Paula Reese  
Assignment group: [ ]  
Archived:  Assigned to: [ ]

TRAVELER 1. Put in your A# and the Traveler will auto-populate.

\* Traveler's Name or A Number: Paula Reese  
A Number: A00926471  
Email: paula.reese@usu.edu  
Mobile Phone: 435-757-6352  
Traveler's Role: Employee

[Companion Travel \(see policy 515.3\)](#)

NOTE: Only select Companion Travel if companion travel expenses are being incurred by the University.

The Traveler's Role comes from Banner and cannot be changed. If it says "Student" and you are an Employee, it is because you registered for classes and the role student trumps employee in this section.

**TRIP INFORMATION 2. Fill out Trip Information. Everything with a star must be filled out.**

Always use DPELED

If you work on the Logan Campus, your departure city will always be Logan, UT.

\* Traveling Department: DPELED - School of Teacher Educ & Lead  
 Department Approver: Steven Camicia  
 \* Purpose: Conference  
 \* International Destinations: No  
 \* Students Traveling Overnight: No  
 \* Departure Date: 2024-09-01  
 \* Departure City: Logan, Utah  
 Add another destination:

Travel / Project Name:   
 \* Description: Pizza Conference  
[Group Travel](#)   
 \* Return Date: 2024-09-07  
 \* Destination City: Chicago, Illinois

If you are traveling with a group, select this and put how many others are going. Please mention in the comments with whom you are traveling.

**TRAVEL OPTIONS - SELECT ALL THAT APPLY 3. Select All That Apply.**

Airfare   
 Lodging   
 Individual Meals   
 Meals & Entertainment   
 Mileage   
 Parking & Transportation   
 Registration   
 Membership & Dues   
 Other

**AIRFARE 4. Airfare Details as you would like them to be.**

\* Airfare Payment Method 1: Personal  
 Baggage Payment Method 1: -- None --  
 One-way Airfare:

Airline:   
 Add another airline:

Airline:   
 Add another airline:

Departing Information  
 Departing Airport: Salt Lake City International Airport  
 Arriving Airport: Chicago O'Hare International Airport

Returning Information  
 Departing Airport: Chicago O'Hare International Airport  
 Arriving Airport: Salt Lake City International Airport

Airfare Amount 1: \$ 500.00  
 Baggage Amount 1: \$ 0.00

**LODGING 5. Lodging Details as you would like them to be.**

\* Lodging Payment Method 1: Personal  
 Hotel Name or Other:   
 Number of Nights: 6  
 Add another lodging location:

Lodging Amount 1: \$ 980.00  
 Street Address:   
 City / Country: Chicago, Illinois

**\*Purchasing Options**

1. Purchase travel accommodations yourself and request reimbursement by submitting a TR. (You can request reimbursement as soon as your TA is approved.)
2. Contact Christopherson Business Travel. This is a state contracted travel agency. Call 1-800-367-3230 for assistance with booking.
3. Travel specialist can help purchase travel accommodations with the department p-card, but **only if it is 2 weeks+ before** the travel date. If it is less than 2 weeks before your trip, use one of the other options.

INDIVIDUAL MEALS **6. Meals are only reimbursed by Per Diem in the TEAL department.**

\* Reimbursement Type    
Reimbursement needs to be adjusted for any meals provided.

Travel days are paid at 75% of \$59.

Breakfast 25%  
 Lunch 30%  
 Dinner 45%

Number of meals to be reimbursed (travel days)

Breakfast	<input type="text" value="2"/>
Lunch	<input type="text" value="2"/>
Dinner	<input type="text" value="2"/>

Domestic Meals **Per Diem is \$59 per non-travel day.**

Domestic Rate	\$	<input type="text" value="59.00"/>
Number of meals to be reimbursed (non-travel days)		
Breakfast	<input type="text" value="1"/>	
Lunch	<input type="text" value="1"/>	
Dinner	<input type="text" value="4"/>	

Estimated Meal Reimbursement \$

MILEAGE FOR PERSONAL VEHICLE

**7. Please include an attachment of how you figured out your mileage from your starting point to the airport or the destination to which you are driving.**

Round Trip Mileage from Logan to SLC Airport is always 174 miles.

Estimated Number of Miles   
 Vehicle Category

When using your private automobile, your personal automobile insurance will be the primary insurance coverage. The University's automobile insurance will only be effective after your personal insurance has been fully exhausted.

If you work on the Logan Campus, your mileage will start from Logan, UT to your destination.

Mileage Rate   
 Estimated Reimbursement \$

Current Mileage Rate is \$0.61

PARKING & TRANSPORTATION **8. Any other form of transportation. This could include Parking, Uber, Taxi, Salt Lake Express, etc.**

\* Parking Payment Method 1    
 Transportation Method    
 Add another parking or transportation item   
 \* Parking Payment Method 2    
 Transportation Method    
 Add another parking or transportation item

Parking Amount 1 \$   
 Parking Amount 2 \$

You may not know how much these will cost. These are just estimates. When you return from your trip, you can fill out the actual amounts with the receipts you saved.

REGISTRATION **9. Name of Conference and how it should be paid and price.**

\* Registration Payment Method 1    
 Conference/Workshop Description   
2032 characters remaining of 2046 characters

Registration Amount 1 \$

TOTAL ESTIMATED AMOUNT **These numbers will auto populate from what you have entered in above.**

Personally Paid (+)	\$	1,983.29	Personally Paid (+)	\$	1,983.29
Reimburse to Traveler	\$	1,983.29	University Paid (+)	\$	410.00
			Total TA Amount	\$	2,393.29

GREEN HOUSE GAS REDUCTION FUNDING **10. The GHG Index will be filled in by the Travel Specialist.**

GHG Index	A60034	GHG Amount 1	\$	10.00
GHG Account	750400			

FUNDING **11. Index(s) to be charged for travel. If you are not sure of the Index #, contact your Business Manager. Do not worry about the Account numbers. The Travel Specialist will fill that out.**

Index 1	A60034	Funding Total	\$	1,983.29
Account 1	750300	Amount 1	\$	1,983.29
Index 2		Amount 2	\$	0.00
Account 2		Amount 3	\$	0.00
Index 3		Amount 4	\$	0.00
Account 3		Amount 5	\$	0.00
Index 4		Distribution Total	\$	1,983.29
Account 4				
Index 5				
Account 5				

COMMENTS **12. Comments by Traveler should be all inclusive and detailed as possible. Approvers, Business Services, and Travel Office are usually not aware of your travel purpose or funding arrangements unless you tell them.**

Comments  
On 09/01/24 I will be traveling to Chicago, IL to attend the Pizza Conference via personal car to SLC airport. I will arrive in the Chicago O'Hare International Airport and take an Uber from the airport to my hotel in Chicago. The conference will provide 3 Breakfast and 3 lunches. On 09/07/24 I will be returning to the SLC airport and driving back to Logan in my personal car. I will need reimbursement for Airfare, Lodging, Per Diem, Mileage, Parking and Uber. The conference registration was paid by the department. This will go on Index A60034.  
3451 characters remaining of 4000 characters

**13. Attach all quotes or receipts at the top.**

**14. Click submit (top right). Once you submit your request, it will be sent to the Travel Specialist for review. Once Travel Specialist approves it will then be sent to your Business Manager and the College for processing. Once it has been approved you will receive an email with your Transaction Number (TA#####). This will be referred to as your TA# and will be the number used to reference this travel and to create your Travel Reimbursement.**

**ATTENTION: EVERY TA (TRAVEL AUTHORIZATION) REQUIRES A TR (TRAVEL REIMBURSEMENT) - EVEN IF YOU WILL NOT REQUIRE A REIMBURSEMENT PERSONALLY. The TR is the only way to close out the 'account' and reconcile or release the funds.**

**\*A TR is done the same way as a TA. All the same information is required. When you select the corresponding TA# all your TA information will auto populate except for the comments.**

**\*You can fill out multiple TRs (referencing the associated TA#), but once you are finished and will not need any further reimbursement, you MUST state "FINAL-CLOSE TA" in your comments.**

Questions: Paula Reese, Business Assistant [paula.reese@usu.edu](mailto:paula.reese@usu.edu) 435-797-2207

Revised 08.22.2024