



Travel Authorization Request

All travel must be authorized PRIOR to travel.

Please submit completed form to department Business Manager.

Once approved the department Travel Specialist will enter into the travel system.

DO NOT input your own travel request OR travel reimbursement into ServiceNow.

Travel related expenses should not be incurred until you have received the

Travel Authorization Approval Request email from the Travel Office.

[Review of USU Travel Policy 515 is required](#)

Name: _____ A# _____ Date: _____

Phone#: _____ Email: _____

Dates of Travel: DEPART _____ at _____ a.m. p.m. RETURN _____ at _____ a.m. p.m.

Destination: _____ Reason for Travel: _____
City, ST Conference / Meeting / Purpose

Others in Party: _____

Emergency Contact Information (name & phone number): _____

Cost Estimate -- MUST be completed

If not applicable enter "0".

Conference Registration: \$ _____ Lodging: \$ _____

Airfare: \$ _____ Parking: \$ _____

Taxi/Bus/Shuttle (in destination city): \$ _____ Misc (Baggage, Rental Car, etc.) : \$ _____

of Meals Included in Registration / Provided: B _____ L _____ D _____

Accommodations

Please choose option from the drop-down menus for each section

Local Travel

Conf. Registration

Airfare

Travel to Airport

Funding Source

NOTE: Please list all destinations (including layovers and planned stops during trip), any special arrangements or personal travel, etc.

By clicking this box, I acknowledge that I have reviewed and agree to adhere to [USU Travel Policy 515](#)

Travel Authorized (Dept Business Manager):
Account / Index #: