

## Travel Authorization Worksheet – Bean Life Science Museum

Traveler \_\_\_\_\_ Net ID \_\_\_\_\_ Department \_\_\_\_\_

Travel Agent \_\_\_\_\_

Destination \_\_\_\_\_ Dates: from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

1<sup>st</sup> Acct. Code \_\_\_\_\_ 2<sup>nd</sup> Acct. Code \_\_\_\_\_

Purpose \_\_\_\_\_

Persons Accompanying Me \_\_\_\_\_

(Note: Expenses for spouse & family members should not be charged to a BYU account.)

<b>EXPENDITURES</b>	<b>Approximate Amount</b>
<b>Cash Advance:</b> (For group travel only. <i><b>IMPORTANT:</b> If listed here, please <b>do not</b> list items again in separate categories below.</i> ) Reason for Advance _____	\$ _____
<b>Airfare:</b> From (city) _____ to _____ Airline _____ Arranged through: <input type="checkbox"/> BYU Travel <input type="checkbox"/> Other <ul style="list-style-type: none"> <li>If already purchased from BYU Travel, please complete the following:                              Date Purchased ____/____/____                              Account # Charged _____</li> <li>If Other, justification must be written why other source(s) were used</li> <li>An explanation is required for any seating class other than coach: _____</li> </ul>	\$ _____
<b>Rental Car:</b> Company _____ Size of Car _____ <i>Explanation required for Luxury or Full-sized cars:</i> _____	\$ _____
<b>Estimate of Other Transportation Costs:</b> <input type="checkbox"/> Personal vehicle _____ miles @ _____¢ per mile = \$ _____ <input type="checkbox"/> Shuttle \$ _____ <input type="checkbox"/> Long-term parking \$ _____ <input type="checkbox"/> Taxi \$ _____ <input type="checkbox"/> Motorpool \$ _____ <input type="checkbox"/> Other: _____ \$ _____	\$ _____ (total)
<b>Meals:</b> (Circle one) Per Diem: \$ _____/day X number of days _____ <b>OR</b> Non Per Diem	\$ _____
<b>Lodging:</b> Name of Hotel(s) _____ _____ \$ _____/day X number of nights _____	\$ _____
<b>Conference or Meeting Charges:</b> Name of Conference _____	\$ _____
<b>Additional Charges:</b> (please specify) _____ _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_

Travel System Proxy (Entered by) \_\_\_\_\_ Date \_\_\_\_\_

Travel System Approver (Financial Asst) \_\_\_\_\_ Date \_\_\_\_\_