

The University of Texas at San Antonio
Request for Travel Authorization
Art & Art History Department

Amount Awarded: \$ _____

Name (in full):	Date:
Title:	Load % (NTT only):
Trip Dates: From:	Through:
Destination:	Event:
Purpose of travel and overview of your involvement:	
Benefit of Travel to University:	
Disposition of Work While Absent:	

Complete the following section if requesting funding.

Submit supporting paperwork with RTA for consideration such as invitation and/or program itinerary.

All submitted expenses will be reimbursed, depending on available resources, at the discretion of the department chair and only for the days participating in that function.

Transportation: \$	Per diem (hotel/food): \$	Misc Expenses (registration): \$
Total amount requested: \$		

Remember the following when submitting receipts.

- All airfare must be contracted through CONCUR and Laura will make the reservations.
- If participating in a conference provide a copy of the program. If performing or presenting at a meeting please provide a copy of a letter of invitation.
- Hotel receipts must show payment somewhere on the receipt. If they do not, you may attach a copy of your credit card statement or check copy showing payment. The university will not reimburse state tax on hotel stays in Texas.
- Mileage will be calculated by using MapQuest to and from your city of destination (i.e., San Antonio to Austin and back) at the rate set by the state during your time of travel.
- University will reimburse for gas and other modes of transportation (i.e., bus, taxi). Please remember to write on the receipt point of destination (hotel, airport, etc.)
- A day-to-day itinerary of your trip will need to be submitted along with receipts for foreign travel.

General Information

- RTAs must be submitted to Laura for processing **45 days in advance**.
- RTAs are only required when traveling on business. (i.e. conferences, lectures, etc.)
- Export Controls will be notified of all travel out of the country. You will then be contacted by their office with all pertinent information that pertains to your place of destination. For a list of restricted travel regions please visit <http://international.utsa.edu/health-and-safety/utsa-restricted-regions-list/>.

SIGNATURES REQUIRED FOR ALL TRAVEL AUTHORIZATIONS:

Requester: _____ Approved _____
Individual Requesting Travel Dean or Administrative Officer

Recommended: _____ Approved _____
Director or Administrative Superior President

REQUIRED FOR TRAVEL AUTHORIZATION UNDER ITEM 3b

Approved: _____
Chancellor, The University of Texas System

This portion is to be filled in by Chancellor's Office:

Required for Travel Authorizations for trips outside U.S.A.:

Letter to Governor sent _____ Approval of Governor Received _____

- Distribution:
Office of the President
Division Director or Department Head
Office of Accounting
Dean or Administrative Officer
Individual Requesting Travel