

# UTSA Financial Affairs

## Travel Authorization Form (TAF)

**Instructions:** Complete this form if a travel authorization was not completed and approved in PeopleSoft or to make changes to an existing travel authorization, including travel dates for greater than 7 days, the travel destination, encumbrance, and chartfield information. For more information, see the [Travel Reimbursement Guideline](#) and [Travel Authorization Guidelines](#).

| Section 1 - Traveler              |                 |  |                   |                               |
|-----------------------------------|-----------------|--|-------------------|-------------------------------|
| Prepared by:                      | Department Name |  | Phone:            |                               |
| Traveler Name:                    |                 | Type of Traveler:                                      |                   |                               |
| Section 2 - Trip Information      |                 |  |                   |                               |
| Travel Authorization ID:          |                 | Trip Departure Date:                                   | Trip Return Date: |                               |
| Business Purpose:                 |                 | Comments:  |                   |                               |
| Destination City:                 |                 | State:   | Country:          |                               |
| <i>Chartfield Information:</i>    |                 |  |                   |                               |
| Fund:                             | Department:     | Cost Center/Project ID:                                | Function:         | PC Business Unit/Activity ID: |
| Does lodging exceed the GSA rate? |                 | If yes, please explain:                                |                   |                               |
| Is travel on State Funds?         |                 |  |                   |                               |
| Section 3 - Expenses              |                 |  |                   |                               |
| Registration:                     |                 | Airfare:   |                   |                               |
| Meals:                            |                 | Lodging:   |                   |                               |
| Car Rental:                       |                 | Other (baggage fees, parking, taxi, incidental, etc.): |                   |                               |
| Mileage:                          |                 | Comments:  |                   |                               |
| <i>Miles</i>                      |                 |  |                   |                               |
| <i>Miles</i>                      |                 |  |                   |                               |
| Mileage Total:                    |                 | <b>Expenses Grand Total:</b>                           |                   |                               |

Questions – Contact **Disbursements and Travel Services** (210) 458-4213, [disbursements.travel@utsa.edu](mailto:disbursements.travel@utsa.edu)  
 Revised 1/2023

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## Section 4 – Certification

I certify that all estimated expenses included in this request are true and correct and will be incurred for the benefit of UTSA or respective funding agency, in connection with official UTSA duties and not for personal use, in accordance with UTSA guidelines.

**Responsible Parties**

**Signature**

**Date:**

**Traveler  
Name:**

**Asst/Assoc Dean, Dean, Asst/Assoc VP,  
VP or President Name:**

**Title:**

### Submission Instructions:

Once signature approvals are obtained Travel Authorization Form must be submitted accordingly:

#### Option 1

The approved Travel Authorization Form must be scanned and attached to the Expense Report request in UTShare/PeopleSoft if any of the following are applicable:

- Travel authorization was not final approved in PeopleSoft
- Change in travel dates of seven or more days
- Significant change to travel destination
- Add/change a missing expense item to cover anticipated expenses exceeding 10% or \$250.00 of the total authorized travel (a TRS may also be used)

#### Option 2

An approved Travel Authorization Form must be submitted to the [disbursements.travel@utsa.edu](mailto:disbursements.travel@utsa.edu) inbox when the department would like to disencumber a portion of the funds due to items paid on the One Card. The TA number must be referenced on the One Card payment voucher. DTS will monitor One Card payments for items that should be disencumbered and will include a comment on the TA showing the original approved expense amount.

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