

## PURPOSE OF THE TRAVEL AUTHORIZATION FORM

The traveler uses the Travel Authorization form to request approval to travel. The completed form documents the purpose, estimated cost and funding source of the trip. Individuals authorized to approve the purpose, cost and funding source as proposed by the traveler must sign the form. Pre-approval of travel is mandated by the business travel policy of the University System of Maryland.

## HOW TO COMPLETE THE FORM

Name of employee:	Full name of the individual requesting approval to travel
Department:	Department in which the individual is employed
TU ID #:	Towson University Employee ID number (used to verify employment)
Destination:	City and State or Country to which the traveler is traveling
Extension:	Traveler's telephone number (work number)
Purpose of Travel:	Brief description trip purpose (ex – Attend conference XYZ, present paper entitled XYZ, etc.) Attach a copy of an agenda or brochure (if available) as supporting document regarding the trip
Dates of Conference:	Start and end date of the function
Date of Departure/Return:	Actual date of departure & return. These dates may be different than the conference dates.
Estimated Cost:	Use this section to estimate the costs that are to be paid by the University. Do not include travel costs to be charged to Foundation accounts. Should actual expenses exceed the estimated cost as approved on the original form, an addendum form will be required.
Sources of Funds:	Department or Grant to which travel expenses are to be charged. If expenses are split between multiple budgets, indicate all budgets and amounts.

## REQUIRED SIGNATURES

1. Authorized Budget Signature: This signature documents approval of the nature and cost of the trip.
  - If the authorized budget signature is the traveler, their supervisor **must sign this form**.
  - An Authorized Budget Signature is an employee (usually the department head, dean or budget officer) who has an Authorized Signature Form on file permitting them to sign financial documents charged to their department or grant.
2. Authorizer of other source of funds: If the cost of the trip is to be charged to multiple budgets, each department's Authorized Budget Signature must sign the form.
3. Fiscal Planning & Services: This signature from the University's Budget Office certifies travel fund availability and is only required if the total cost of the trip exceeds \$1,000.00.
4. Financial Services: This signature certifies the form has been accurately and completely filled out, all supporting documentation is attached, and appropriate signatures of approval are present.

## EXCEPTION – Required Signatures for Grants and Contracts

- If a DECO/R.E.S.I Grant or Contract is funding the travel, a signature must be obtained from Provost's Decision & Support Services. Contact 410-704-2124. This signature is required regardless of the total cost of the trip.
- If a College of Graduate Studies & Research (CGSR) Grant or Contract is funding the travel, the CGSR Finance Office (410-704-2033) signs instead of Fiscal Planning & Services. This signature is required regardless of total trip cost.

## Additional Information:

- This form is required for all travel involving overnight stays
- File the form 20 days before departure
- This form must be on file before travel expenses can be paid by the University or reimbursed to the traveler
- A separate form is required for each traveler
- A copy of this form will be returned to the traveler once the form has been processed
- It is not necessary to submit a copy of this form with the Travel Expense Voucher
- Contact Financial Services Help Desk at x5599 should you have any questions regarding the form