

# Travel Authorization

Traveler Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Destination: \_\_\_\_\_

If traveling internationally, must complete trip registration, forward confirmation email to [biol-fiscal@uidaho.edu](mailto:biol-fiscal@uidaho.edu). This form cannot be entered until that confirmation is received.

<https://www.uidaho.edu/academics/ipo/ui-faculty-staff-opportunities/international-travel/international-travel-registration>

Depart date and time: \_\_\_\_\_

Return date and time: \_\_\_\_\_

Estimated Cost (include all travel costs: airfare, lodging, meeting registration, ground transportation, per diem, rental car, fuel, etc. Better to overestimate than underestimate): \_\_\_\_\_

Index to be charged: \_\_\_\_\_

Purpose of travel, how it relates to the university and who is participating (include all, even if they are doing a separate authorization): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of person responsible for the index to be charged: \_\_\_\_\_

Flights – Fly America Act

Rental Cars: compact or economy, rented from Enterprise or Hertz, no loss/damage waiver fee can be paid

This information will be entered into the electronic approval system. You will receive an e-mail from Chrome River to approve this information. Your supervisor will also receive an email to approve the travel authorization electronically.

**REMINDERS** Advising: Notify main office of an advising proxy for your absence, especially during academic deadlines

Financial: Notify your timesheet approver proxy of your absence

Notify financial staff of a purchasing card proxy for your absence

Office Use: Entered \_\_\_\_\_

Updated August 2022