For Office Use Only
Prepared By:_____
TA#:_____
Date:_____

Travel Authorization Request

Name:_____ID#:_____Date:_____

Phone#:_____ Email:_____

Department (Circle One): WATS ENVS WILD DEAN/Other

Dates of Travel:_____to_____ Destination:_____

Reason for Travel:_____

Account Index#:_____ Others in Party:_____

Emergency Contact Information:_____

Cost Estimate

Lodging:_____ Meals: Regular $28/day_____Camping $19/day_____
Airfare:_____ Taxi/Bus/Shuttle:_____ Private Auto:_____
Registration:_____ Parking:_____ Misc:_____

Arrangements

Airplane Ticket

___No Need

___I will arrange and pay for my flight and be reimbursed after

___ I want the BSC to arrange & pay for my flight
Destination:_____
Desired Departure Time:_____ Desired Return Time:_____
Other Considerations:_____

__I will arrange my flight, but I need the BSC to pay for it
(Christopherson Travel 1-866-489-9834)
Agency:_____ Amount:_____

Cache Valley Limo
435-563-6400

___No Need

___I will arrange my transportation but I need the BSC to pay for it.

___I want the BSC to arrange my transportation
Home Address:_____
Home Phone#:_____
Time of Flight Departure:_____
Returning Flight #:_____

Motor Pool Car

___No Need

___I'll make arrangements but I'll need the orange copy of the TA to take over to Motor Pool

___I want the BSC to make the arrangements
Type of vehicle:_____
Pick-up Date/ Time: _____ Drop-off Date/Time:_____
Who will be picking up the vehicle:_____

Rental Car

___No Need

___I will make my own arrangements

___I want the BSC to make arrangements
Type of Vehicle:_____

Notes: