

SPEND AUTHORIZATION for TRAVEL

Department Use

SA _____
Notes _____

Traveler: _____

Event Start Date: _____ End Date: _____

Travel Start Date: _____ End Date: _____

Are you taking any personal time: Yes No

Purpose/Conference: _____

Are you: Presenting Attending

Destination: _____

Lodging Nightly Rate: \$ _____ Estimate

**Each traveler must pay his/her share of hotel bill*

Registration: \$ _____ Personal Admin Tcard

Taxi/Uber: \$ _____ Estimate

Miscellaneous: \$ _____ Estimate

Transportation:

Airfare: \$ _____ Personal Admin Tcard

Rental Vehicle: \$ _____ Personal Admin Tcard

Personal Car: # of Miles _____

Guest in Car: _____

Meal Per Diem \$ _____

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

When traveling on behalf of the university, reimbursement for meals shall be limited to actual expenditures.

Would you like a Travel Advance? Yes No

<https://vcfa.uark.edu/fayetteville-policies-procedures/avcb/3320.php>

Did you apply for a Graduate School Travel Grant? Yes No

<https://graduate-and-international.uark.edu/graduate/costs-and-funding/travel-and-research/travel-grants.php>

Important Policy Reminders

Lodging: Each Traveler must pay their portion of hotel bill.

Rental Car: UA Contract requires **ENTERPRISE or HERTZ**. Others may not get reimbursed.

ENTERPRISE: XZ51R10

HERTZ: CDP 301115

Per Diem: Traveler is eligible for up to 75% of the daily allowance for meals on the 1st and last day of travel. Upon return, turn in actual expenses.

The Staff can book airfare, registration, car rental and lodging. Please contact Sandy, sehon@uark.edu or Amy, af106@uark.edu with questions.

I understand I am traveling on behalf of the University of Arkansas and will adhere to the travel policies.

<https://travel.uark.edu/travel-policy.php>

Student Signature: _____

Account Number/Name: _____

Faculty/Advisor Signature: _____