

TRAVEL AUTHORIZATION FORM

Traveler Name			
Campus Phone		Trip Contact Phone	
Departure Date		Return Date	
Departure City		Destination City	

Trip Description:

Are you giving a talk or presentation? (Please circle) Yes / No Invited / Contributed

Poster Presentation Yes/No

Title:

Teaching Coverage (required information):

Travel Expenses paid by:

Estimated Expenses to be paid by ISU:
Receipts required for all expenses

Contracted Airfare (ISU Travel Agents)	\$		Car Rental	\$	
Other Airfare (Airfare paid by traveler)	\$		Meals	\$	
Lodging	\$		One-Way Mileage Estimate		
Registration	\$		Miscellaneous <i>Parking, taxi, shuttles, etc</i>	\$	

Responsible Accounts

Account Title	Fund Account	Total
		\$
		\$

Signature of Traveler **Date**

Associate Chair's Signature# **Date**

#The Associate Chair's signature does not commit the department to funds. It only authorizes travel.

Faculty Teaching Supervisor **Date**

Signature

LAS/Mathematics Department Travel Authorizations

Although travel authorizations are no longer required by the ISU Accounting Office, the College of Liberal Arts and Sciences and the Department of Mathematics require that the travel authorization form be completed and signed prior to the commencement of travel. The completed travel authorization form will be retained in the Math Office. Faculty with joint appointments must notify the Department Chair in each department.

The following information is in addition to the ISU Travel & Transportation Policies which can be found at <http://www.ats.iastate.edu/vpbf/accounting/accttrav.htm>

AUTHORIZATION/REIMBURSEMENT: Employees must secure authorization to travel from their immediate supervisor and in accordance with travel policies and procedures established by their department or college. Teaching coverage must be secured by the traveler and noted on the form.

When purchasing an airline ticket using the university's credit card through one of the two contracted travel agencies, an Air Travel Requisition form must be faxed directly to the travel agency. This will be done by Ellen in the Mathematics Office. Unauthorized travel may not be reimbursed.

MEALS: The Internal Revenue Service defines meal reimbursements for trips that do not involve an overnight stay as taxable. Reimbursements in this category are subject to withholding and are reported on the employee's W-2.

Meal receipts are required. ISU reimburses for actual meal costs, not to exceed the following:

	Breakfast	Lunch	Dinner
In-State	\$6	\$9	\$16
Out-of-State	\$8	\$12	\$20

Alcohol purchases along with the tax and gratuity for alcohol are not reimbursed. The Math Department will not reimburse gratuity greater than 17%.

MILEAGE: The Math Department reimburses 27.75 cents per mile. More information can be obtained from the Surface Transportation Section of <http://www.ats.iastate.edu/vpbf/accounting/accttrav.htm>.

FOREIGN TRAVEL: The US Customs and Border Patrol have instituted greater search authority on computers and other hand held devices. More information at http://www.cbp.gov/linkhandler/cgov/travel/admissability/search_authority.ctt/search_authority.pdf