HOW TO COMPLETE AN **EMPLOYEE TRAVEL REQUEST AUTHORIZATION** FORM (T1) TRAVEL FORM:

1. Date:
	* The Employee Travel Request Authorization (T1) form must be filled out before the traveler leaves on the trip. Put the date that the traveler is filling out the form.
2. Name, ID and Title:
	* Put the traveler’s name, Employee ID number and title.
3. Department:
	* Put in the name of the Department.
4. Departure Date/Time and Return Date/Time:
	* Put in the dates **and** times the traveler will be leaving and returning from the trip. This is very important to fill out when requesting an advance so the Controller’s Office will know which meals can be claimed. You may have to estimate the return time.
5. Mode of Travel:
	* Put in how the traveler will be traveling. Are they taking a plane (P), rental car (RC), an agency vehicle (AV) or their own vehicle (PC), or are they a passenger (X)? Do not write “car” or “driving”.
6. Departing From and Destination:
	* Put in where the traveler is leaving from and where they are going.
7. Purpose of Trip:
	* Put in what the purpose of the trip is for. If you are attending a meeting or conference, please attach an itinerary or schedule.
8. Please attach registration form…:
	* Put in the amount of the registration fee.
	* Attach a copy of the registration form and the method of payment. If payment will be made by a DPO, attach a copy of the DPO. If you paid out-of-pocket, please attach the original receipt.
9. I will be staying at…:
	* Write in the name of the hotel the traveler will be staying at and put in the rate. If the rate is more than the GSA rate, fill in the justification for lodging rate area. For example, they are staying at a hotel where the conference is located. A Vice President must initial and check either the Approved or Not Approved box.
	* Exceptions for In-State rates for non-surveyed areas may be made up to 150% of the standard federal rate. This must be pre-approved by a VP or President. **There are no exceptions for surveyed areas.**
	* Exceptions for Out-of-State rates for surveyed locations may be reimbursed up to 175% of the standard federal rate. For non-surveyed areas, you may be reimbursed up to 300% of the standard federal rate. This must be pre-approved by a VP or President.
	* See the travel policy for more information.
10. Estimated Costs:
	* Put in the estimated costs for the trip. This amount will be used to determine the amount of advance the traveler will get if requested.
11. Account(s) Charged:
	* Write in the account number and name of the account to be charged. The OBJ will always be 20 and the SOBJ will either be 01 for In-State, or 02 for Out-of-State.
	* Enter the estimated total cost.
12. Are you requesting a travel advance?
	* Check “yes” or “no”
13. Advance Amount Requested:
	* Write in the amount of the advance the traveler is requesting. The maximum amount of the advance that can be requested is 80% of the estimated costs. **No travel advances are issued in June.**
	* Do not check the “Approved” or “Not Approved” boxes. This is for the Controller’s Office.
14. Signatures:
	* The traveler must sign the form. The traveler’s Supervisor or Department Head must also sign. If you are traveling Out-of-State, you must also have a VP or President sign if the trip is longer than 24 hrs.

Once you complete the form and it is all signed, keep the T1 form in a safe place and turn it in with the Claim for Employee Travel form (T2).

If you are requesting an advance, turn in the form and all the backup to the Controller’s Office as soon as possible or at least five (5) days prior to the trip. Keep in mind that **checks are only printed on Tuesdays and Thursdays.**