



Department of Physiology UA Business Travel Authorization Form

Traveler Name:

Employee ID:

Type of Travel:

In-State

Out-of-state

Foreign/International

UA Int'l Travel Registry ID

UA Business Purpose (*If attending a conference, include full conference title and conference website. If conducting University business other than conference travel, please fill out itinerary on next page*)

Travel Departure Date:

Travel Return Date:

City/State Departing From:

City, State Returning From:

Mode of Transportation (*If taking personal vehicle, please make sure you have completed the University of Arizona's Defensive Driver course*).

Commercial Air

Rental Vehicle

UA Vehicle

Personal Vehicle*

Will you be taking any personal time in this trip?*

Yes

No

Personal Travel Date(s):

***If taking personal time, FSO requires two cost comparisons** showing what the cost of business-only travel. Please include **two** airfare quotes showing the cost of travel for the business dates. The University can only reimburse up to the cost of business travel. If personal time is less expensive, the full price can be reimbursed. Quotes should be taken at the time of purchase. Flights with personal time cannot go on the PCard. **Business travel is considered by the University to be departing one day prior to day of business and returning one day after conclusion of business for Domestic Travel. For international travel, traveler may depart 2 days prior to start of business, and return the day after the last day of business. Anything outside of this is considered personal.**

TRAVEL FUNDING INFORMATION & ESTIMATE OF EXPENSES

Account #(s)

Sub-Account:

Travel Advance Needed?

Yes

No

Amount:

Date required:

****Advance requests must be submitted to the B/O at least 14 days prior to departure date and must be \$250.00 or greater***

Conference Designated lodging?

Yes

No

ESTIMATE OF EXPENSES

Expense Type	Cost
Airfare	
Personal Vehicle Mileage (#miles * \$.625)	
Rental Car	
Gas	
Supplies	
Parking Fees	
Bag Fees	
Conference Registration fees	
Abstract	
Lodging	
Meals http://policy.fso.arizona.edu/fsm/1400/1413	
Other	
TOTAL Travel Expense	

Itinerary for Non-Conference, University-funded Travel
(Only needed if conducting research/business other than a Conference.)

Date: _____

City: _____

Daily itinerary for University-related activity (details of research activity, outreach activity, etc.):

Date: _____

City: _____

Daily itinerary for University-related activity (details of research activity, outreach activity, etc.):

Date: _____

City: _____

Daily itinerary for University-related activity (details of research activity, outreach activity, etc.):

Date: _____

City: _____

Daily itinerary for University-related activity (details of research activity, outreach activity, etc.):

Date: _____

City: _____

Daily itinerary for University-related activity (details of research activity, outreach activity, etc.):



Physiology Travel Guidelines:

Business office contacts: Jacqueline Laird/Valentina Guzman psiobiz@list.arizona.edu

What is travel status? A person is in Travel Status when you travel *more than 35 miles away* from your duty post. A **Travel Authorization** is required prior to travel when the Travel Status definition is met for each Employee, Student, and Designated Campus Colleagues (DCC) traveling on behalf of the University of Arizona, regardless of any expenses charged to the University. Contact: Jacqueline Laird to complete your travel authorization.

International Travel: Registry is required prior to travel for all international travel including U.S. Territories. Registry must be in an affirmed status to ensure traveler's safety and eligibility for expense reimbursement. See [International Travel](#) for more information. Additional information may be found in [International Travel Safety and Compliance Policy](#).

IRS (Internal Revenue Service) Accountable Plan: All reimbursement requests must comply with the University Accountable Plan to qualify as non-taxable income. Specifically:

- Original, itemized receipts
- Reimbursements must be submitted to your department business office within 60 days of the end of the trip and to Financial Services within 90 days of the end date of travel.
- Refer to Financial Services Manual [Policy 14.12 Accountable Plan](#)

Funding University Travel

Recommended options to [pay for business travel](#) include:

- **Department PCard:** Hotel/lodging (with [Hotel Enhancement](#)), airfare (with [Travel Enhancement](#)), conference registrations
- **Requisition:** Travel agencies
- **Single Use Account Credit Card:** [Prepayment](#) for hotel/lodging, airline tickets, and conference registrations to avoid out of pocket expenses
- **Travel Advance:** A minimum of \$250 may be issued by direct deposit up to 7 calendar days prior to travel and must be repaid or settled within 10 days after the trip ends.

Allowable Expenses

Tipping: Tipping is limited to the 20% industry standard.

Lodging:

- [Lodging rates](#) are established by the state of Arizona.
- Travel must be a minimum of 35 miles from duty post to qualify for lodging reimbursement unless there is a University business purpose.
- Reimbursement for non-designated lodging is based upon the least expensive single room rate plus tax. Room rates exceeding the State lodging rate(s) will require a University business purpose.
- When personal travel is included, lodging will only be reimbursed based on the least expensive single room under Unallowable Expenses rate plus tax.
- Resort fees required as part of the lodging are reimbursable.
- Reimbursement for lodging that is specifically designated by a conference or meeting is based upon rate established for that conference or meeting. Designated lodging rates are reimbursed at actual costs which may be higher than the State rate. Additional costs for room upgrades at designated lodging are unallowable.

Meal and Incidental Reimbursements (M&IE):

- [Meal reimbursement rates](#) are established by the state of Arizona and are determined by lodging address.
- M&IE is not allowable for meals provided during transit, by the lodging establishment, or by the meeting/conference organizer.
- Discretionary incidental expenses included in the M&IE rate are dry cleaning, laundry, tips for personal services (such as concierge, bellhop, housekeeper, and doorman), curbside baggage check-in, newspapers and magazines, etc.
- Room service is allowable, but must be deducted from the lodging folio and include the meal reimbursement rate for reimbursement.

Transportation:

- [Transportation reimbursement](#) is based upon the cost of the most direct and/or economical means available.
- Mileage is reimbursable at the current state rate of **62.5** cents for privately owned vehicles.
- Mileage to/from the airport is reimbursed at 62.5 cents and is calculated from campus during business hours and with map applications (MapQuest, Google Maps, etc.) from the traveler's residence after hours, on holidays or weekends.
- EITHER mileage OR gas is reimbursable, not both.
- Car rentals are reimbursed based on the most economical compact car rate. [See University vehicle rental vendors](#).

- Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) insurance are not allowable or reimbursable without a University business purpose. Utilizing existing UA rental company contracts, which include full insurance, is strongly encouraged.
- Airline and other transportation tickets are reimbursed at the economical rate based on the most direct route to the business destination.
- Public/mass transit (bus, subway, etc.) do not require receipts when a set rate is established for transportation.
- Baggage fee for first checked bag is allowable. Fees for additional checked baggage are not reimbursable without a University business purpose.
- Airport parking will be reimbursed for the most economical daily/weekly rate for reasonable parking expenses incurred by the traveler. Recommended State of Arizona airport parking facilities: see [Policy 14.15 Transportation](#), policy section, paragraph 9.

Unallowable Expenses

Personal Travel: Expenses incurred as a result of extending a business trip for personal time or costs associated with the personal travel. *Please note that the PCard may not be used when personal travel is included in the trip.*

Family Members: Expenses incurred by a family member unless there is a University business purpose in which the University benefited from the expense.

Insurance:

- Personal accident insurance
- Personal medical insurance unless recommended or advised in advance by the Risk Management [International Travel Insurance Program](#)
- Travel insurance unless there is a University business purpose (ex: international flights)
- Collision Damage Waiver (CDW) insurance and excess liability insurance must be declined, unless the traveler is on foreign travel status
- **Alcohol:** Alcohol is not permitted with University funds.

Other Personal Expenses:

- Personal phone calls, movies, or snacks from a hotel
- Grooming – hair dressers, barbers, masseurs, manicurists, lavatory attendants, etc.
- Toiletries – deodorants, toothpaste, soap, toothbrushes, combs, etc.
- Health club, spa, gym, swimming pool fees, green fees, etc.
- Passport fees
- Airline and other travel clubs or TSA Pre-check
- Traffic citations/parking tickets
- Child care, babysitting, pet sitting, and kennel charges
- Specialty seating assignments or other special accommodations (upgrades) on common carriers unless a medical or physical necessity

Requesting Reimbursement

Send reimbursement requests to: Jacqueline Laird

Please be sure to include the following with your reimbursement request:

- Digital itemized receipts – showing break down of charges and proof of payment
- Conference documentation to support designated lodging and allowable meal reimbursements

Please allow 2-3 business days for processing.

Including personal time on your trip? Include two economy class flight comparisons that show the cost of round-trip airfare from your duty post to the business destination that correspond to business dates of trip. Reimbursement will be based on the lower of the two costs.

Prefer to drive? Include two economy class flight comparisons, as your reimbursement will be the lower of the cost between driving and flying.

Taking a driving detour for personal reasons? Include an internet-based map of the most economical direct route from your duty post to the business destination, as your reimbursement will be limited to the most direct route.

Using an airline credit from previously canceled flight? Include all receipts associated with any canceled flights to show the initial proof of payment.