TRAVEL AUTHORIZATION

Traveler's Name: [59x696]Univ. ID#: [387x696]Contact Tel. No: [59x680]Address: [290x680]Citizenship status: (Choose one)
[59x664]Destination: Description: [467x664]Estimated Cost of Trip:
[59x634]Leave Date: [160x634]Time Left: AM [233x663][292x664]Return Date: [397x664]Time Returned: AM

I have read and understand the University Travel Policies. (Travel Manual)

I have read, understand, and approve this travel, including the amount to be advanced below.

I understand that travel reimbursements should be submitted to Accounts Fund:

Adv Loan Amount (To Traveler): [59x619]Payable within 30 days. Travel requests must be complete and accurate. Per IRS accountable plan guidelines, any travel reimbursement requests submitted I approve lodging, registration fee and meals (for out of country travel only) in excess of the allowed 60 days or later after the return date will be taxable to the traveler. I understand rate, use of personal vehicle and/or airport parking for the trip described above as a necessary my responsibility as a traveler for the University. In the event a travel advance is University expense. If traveler is student non-employees, also please attach completed TRV-S Agreement. (Cross out any above phrases that are not approved)

If traveler is student non-employee, also please attach completed TRV-S Agreement.

I fail to repay the travel advance loan, I agree that the University may deduct the amount of the advance from my next paycheck.

(If international travel, please visit: UNCG Export Control)

Traveler's Signature Date Supv/Dean's Signature Email

UNCG DIRECT PAYMENTS TO VENDOR(S) THRU A/P

COA Index/Fund Number(s) Fund G Initials

Attach original invoices

Vendor Name(s) Amount(s) Acct Codes

REIMBURSEMENT OF EXPENSES PAID BY TRAVELER OR CHARGED TO PCARD

Transportation:

Air (attach receipt) [283x388]= \[363x388\]223010 223020 223030 223220

Bus/Rail (attach receipt) [283x378]= \[363x378\]223040 223050 223060 223220

Rental Car / Taxi (attach receipt) [283x367]= \[363x367\]223040 223050 223060 223220

Mileage - Select Only One: (Unless using travel log)

Total Mileage \[131x335\] x 56¢ = \[363x335\]223040 223050 223060 223220

Total Mileage \[131x335\] x 30¢ (for use w/ car allowance only) = \[363x335\]223040 223050 223060 223220

Subsistence:

Hotel nights = \[223110 223120 223130 223320\]

Breakfast meals = \[223140 223150 223160 223320\]

Lunch meals = \[223140 223150 223160 223320\]

Dinner meals = \[223140 223150 223160 223320\]

Total Meals = \[223140 223150 223160 223320\]

Registration (attach receipt/proof of payment) [234510 234520 234530 223320]

Other (attach explanation or use back of form) = \[223170 223180 223190 223320\]

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Under penalties of perjury I certify this is a true and accurate statement of my citizenship and of the lodging, expenses and allowances incurred in the services of the State. I have examined this reimbursement request and certify that it is just, necessary and reasonable, and in compliance with University policies.

Traveler’s Signature Date Supv/Dean’s Signature Email

Basic Procedure for Completing TRV-1; Travel Authorization/Expense Report

If no travel advance loan or vendor payments are required:
For travel involving an overnight stay, it is required that the traveler complete the TRAVEL AUTHORIZATION section of the form and obtain the proper approval(s) before the travel is to take place, even if no travel advance loan is requested. Retain this signed form until completion of travel.

The REIMBURSEMENT OF EXPENSES PAID BY TRAVELER OR CHARGED TO PCARD section must be completed by the traveler upon completion of the trip and submitted to Accounting Services no more than 10 business days after the travel is complete.

If a travel advance loan or vendor payments are required:

The TRAVEL AUTHORIZATION, FUND NUMBER and AMOUNT OF ADVANCE and UNCG DIRECT PAYMENTS TO VENDOR(S) THRU A/P sections must be completed. Please note that some registrations are due well in advance of the beginning of a conference. A copy of the form is to be sent to Accounts Payable at least 10 business days prior to travel, or 10 business days prior to any registration deadline, whichever is earliest.

The REIMBURSEMENT OF EXPENSES PAID BY TRAVELER OR CHARGED TO PCARD section must be completed by the traveler upon completion of the trip and submitted to Accounting Services no more than 10 business days after the travel is complete.

Completing the TRAVEL AUTHORIZATION SECTION:

- Check the appropriate box for reason for travel. (Official State Business occurs when a University employee or other person is traveling to attend approved job-related training, work, on behalf of, officially represent, or provide a state service upon the University’s request. Academic Credit and Student Activity are for student use only.) For student travel authorized to be paid from state funds, advance approval of the Dean is required. Enter Description of reason for trip.
- If the travel is for a Non-Resident Alien, complete and attach a NRA001 form with required documentation. Legal residents must attach copy of Form I-551 (green card). If a tax treaty is claimed to exempt withholding taxes, call Accounts Payable for an IRS 8233 form. Only certain visa types are eligible to receive the benefit of the University paid travel.
- The worksheet below is to assist in the 'Estimated Cost of Trip' box. The 'Estimated Cost of Trip' should only be for amounts to be reimbursed by the University.

<table>
<thead>
<tr>
<th>Transportation:</th>
<th>Air/Bus/Rail</th>
<th>x</th>
<th>Amount</th>
<th>Acct #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsistence:</td>
<td>Hotel</td>
<td>nights</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meals</td>
<td>days</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>Registration</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenses:</td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Completing the UNCG DIRECT PAYMENTS TO VENDOR(S) THRU A/P section:

- If advance payment of airfare, registration, or other charges is required, complete the necessary items in this section and attach the appropriate invoices for payment. Send a copy of the partially completed form to Accounting Services for processing. The original should be kept by the traveler for completion at the end of the travel.

Completing the REIMBURSEMENT OF EXPENSES PAID BY TRAVELER or CHARGED TO PCARD section:

- Complete the transportation, lodging, registration and other expenses (ex: gas, parking, tolls, phone, etc.) of this form showing actual expenses. Fill in the amounts to be paid in the Reimbursable Amounts column and select the appropriate account code. Attach original receipts.
- Any 'other' expenses must either have an attached explanation/receipts or the explanation may be written in the Other Expenses section.
- List the six-digit fund(s) to be charged for the travel expense. Fill in amounts reimbursed. If the Supervisor’s Signature at the bottom of the form is not the same as the fund holder for any six-digit fund listed, the fund holder must initial beside the fund number.
- Any entertainment expenses must be explained as to who was entertained and the business purpose of the entertainment, and itemized receipts must be attached. These expenses may not be charged against a state fund (11xxxx).
- Reconcile any amount due the traveler/amount due UNCG at the bottom of the section. If an amount is due UNCG, the amount should be in parenthesis and a check attached to the form for the amount due. DO NOT SEND CASH. Make check payable to UNCG.
- Fill in the TXN number(s) and amounts beside each transaction in the Pcard column. Attach copies of the Pcard travel receipts.
- Write the fund number and account number on the Pcard receipts showing where the Pcard expenses were charged.
- Any one time payments to purchase air transportation, hotel, registration or other should be submitted to Accounts Payable showing in the TXN number in the Pcard column on the TRV-1. If PCard was not used, fund holder must place initials in box.
- Print name and date of person completing TRV-1 form.
- The completed form should be signed by the traveler and his/her supervisor and sent (with check if applicable) to ACCOUNTS PAYABLE, 821 S. Josephine Boyd St.
Instructions to Complete TRV-1 Form

All items must be completed by the department liaison or traveler.

If the traveler is a non-resident alien, attach NRA001 form with required documentation. Attach Form I-551 for Legal Permanent Resident.

TRAVEL AUTHORIZAION SECTION

TRAVELER'S NAME:
Enter traveler's name.

UNIVERSITY ID NUMBER:
Enter traveler's University identification number.

UNCG EMPLOYEE:
Check appropriate box.

TELEPHONE NUMBER:
Enter the contact person's telephone number.

DATED FILED:
Enter date travel authorization is prepared.

ADDRESS:
   Employee - enter campus address.
   Non-Employee - enter home address.

ARE YOU A STUDENT?:
Check appropriate box.

CITIZENSHIP STATUS:
Check appropriate box.

DESTINATION:
Enter traveler's destination.

DESCRIPTION:
Check appropriate reason for travel. Enter brief description of travel. May abbreviate.

ESTIMATED COST OF TRIP:
Fill in estimated cost of trip not exceeding the expected reimbursement. Use worksheet on second page of TRV-1 Form for assistance.

PERIOD COVERED BY THIS VOUCHER:
Enter the begin and end dates and times of the proposed travel.

TRAVEL ADVANCE LOAN:
Enter fund number and loan amount of advance. (Only complete if requesting advance loan.)

TRAVELER'S SIGNATURE:
   Traveler's signature and date signed.

SUPERVISOR'S/DEAN'S SIGNATURE:
   Supervisor's or Dean's signature and date signed.

UNCG DIRECT PAYMENTS TO VENDOR(S) THRU A/P SECTION

INDEX/FUND NUMBER(S):
Enter six digit fund number for each vendor payment. Fund Holder must intial each line.
VENDOR NAME(S):
Enter vendor name for each vendor on appropriate line - airfare, hotel and/or registration.

AMOUNT(S):
Enter amounts for each vendor payment.

ACCOUNT CODE(S):
Enter account codes for each vendor payment.

REIMBURSEMENT OF EXPENSES PAID BY TRAVELER OR CHARGED TO PCARD SECTION:

TRANSPORTATION:
Enter amount for transportation used. Enter TXN No. and Pcard Amount if Pcard was used to pay for transportation.

MILEAGE:
Enter total miles and total days traveled to compute average to determine appropriate mileage rate.
Enter Total Mileage based on miles per day.

SUBSISTENCE:
Hotel:
Enter number of nights for hotel if appropriate. Enter TXN No. and Pcard Amount if Pcard was used to pay for hotel.

Meals:
Enter breakfast, lunch, and/or dinner meals and select appropriate in-state or out-of-state rate.

Registration:
Enter amount paid for registration. Enter TXN No. and Pcard Amount if Pcard was used to pay for registration.

Other:
Enter amounts of other items paid. Enter TXN No. and Pcard Amount if Pcard was used to pay for any other items.

ENTERTAINMENT:
Enter amount paid for entertainment. Fund Holder's must initial appropriately.

LESS TRAVEL ADVANCE:
Enter travel advanced received if any.

TOTAL DUE TO TRAVELER/UNCG:
Enter amount if using uncalculated TRV-1 form.

TRAVELER'S SIGNATURE:
Traveler's signature and date signed.

SUPERVISOR'S/DEAN'S SIGNATURE:
Supervisor's or Dean's signature and date signed.