

Instructions: Travel Authorization Request Form - Individual Travel

When a field is active on the form, it will be highlighted in yellow. The form begins on page 5.

Section I: Traveler Information	
Field	Description/Instructions
Name	Enter the first and last name of the traveler.
ID#	Enter the traveler's University assigned ID number. Must be 9 characters. (i.e. A00123456)
Title	Enter the traveler's job title.
Department	Enter the traveler's department.
Email	Enter the traveler's email address.
Section II: Encumbrance Information	
Field	Description/Instructions
Encumbrance No.	Enter the encumbrance number from Banner. Must be 8 characters. (i.e. E0012345)
FOAP No.	Enter the fund, org, account, and program codes used on the encumbrance.
Contact Name for Questions about this Encumbrance	Enter a first and last name
Contact Email	Enter the email address for the person listed in the last field.
Contact Phone Extension	Enter a 4 digit phone on-campus phone extension.
Section III: Trip Information	
Field	Description/Instructions
Where are you traveling?	Enter the city and state of your destination. If traveling outside the country, indicate the country name as well.
Why are you traveling?	Enter the purpose of your travel request. Include the name of the event, or, if an athletics event, indicate the opposing team, sport, and game time.
Departure Date	Enter the date your travels will begin. Use format MM/DD/YYYY.
Departure Time	Enter the estimated time of day your travels will begin. AM or PM must be entered.
Return Date	Enter the date your travels will end. Use format MM/DD/YYYY.
Return Time	Enter the estimated time of day you will return from the trip. AM or PM must be entered.
Total Travel Days	This is a calculated field that will indicate how many days you are traveling. You cannot enter text in this field.
Prepaid Registration?	Check YES if you need Accounts Payable to prepay your registration fees. Check NO if this service is not required.
Vendor ID	If you checked YES to the last question, enter the vendor ID (A number) of the vendor. If the vendor is new, contact the Purchasing department to request a vendor ID.
Registration Fee	Enter the amount of the registration fee.
Section IV: Transportation	
Field	Description/Instructions
Section Note	This section has pop-up boxes that will appear depending on your selection for your mode of transportation.
How will you travel to your destination?	Select your mode of transportation from the dropdown list of options. If airfare, train, or rental vehicle are chosen, enter the amount in the Total Transportation field. If Personal Vehicle is selected, enter the total miles roundtrip in the designated field. The current state mileage reimbursement rate will appear and the Total Transportation field will be calculated and you will not be able to enter text in that field. For Uber, Lyft, or Rideshare, enter the estimated cost in the Total Transportation field.
What are the total miles, roundtrip?	If you selected Personal Vehicle as your mode of transportation, enter the total miles, roundtrip.
Mileage Reimb Rate	This is a read-only field that will only appear if Personal Vehicle is selected.
Total Transportation	If you selected airfare, train, rental vehicle, BTS bus, Uber, Lyft, Rideshare, or other, enter the amount in this field. If personal vehicle is selected, the current state mileage reimbursement rate will appear and this field will be calculated for you.

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Section V: Meals	
Field	Description/Instructions
Section Note	This section is separated for in-state travel, out-of-state/dues-paying member travel, or both (recruiting only). Only the fields applicable to your travel destination selection will appear.
Select your travel destination	Click inside the radio button that applies to your travel needs. You would only select Both if you are traveling both in and out of state for Admissions or Athletics recruiting.
IN-STATE TRAVEL	
Select length of trip	Choose your trip length from the dropdown box. You must hit the Tab key or click in another field for the per diem rate to populate.
Daily Per Diem Rate	This is a read-only field that will indicate the amount of per diem allowed based on your length of stay selection.
OUT-OF-STATE TRAVEL	
Click this link	Click the GSA Travel Site link to be taken to the GSA site. You will need to search for your travel destination, print the Per Diem tab, and submit it with your request. See GSA Per Diem Lookup Instructions on next page for assistance.
Enter Meals & IE amounts below	In the out-of-state section, after retrieving the GSA rates, enter the amount for breakfast, lunch, and dinner. The IE amount is already provided. In the fields below, the total per diem for the first and last day of travel will be calculated. For the travel days in between, the per diem is calculated and summed. Each Total Per Diem field on the right side of the page will indicate the total amount of per diem allowed for the dates indicated on the left.
First Day, Middle Day(s), Last Day	These field are read-only. They will populate the Departure Date and Return Date you entered in Section III. The table to the right will calculate the per diem for the entire trip.
ADMISSIONS & ATHLETIC RECRUITING ONLY	
Section Note	This section is for use by Admissions and Athletics travelers who will be recruiting for the University. This section accommodates the unique nature of travel for these offices in regards to traveling to several locations in and out of state during one travel period.
In-State Meals/Incidentals Total	Type the total amount of expenses related to in-state meals and incidentals. You must submit the Meals & Incidentals Calculation Sheet(s) to the request.
Out-of-State Meals/Incidentals Total	Type the total amount of expenses related to out-of-state meals and incidentals. You must submit the Meals & Incidentals Calculation Sheet(s) to the request. Click the GSA link and print the Per Diem tab. See GSA Per Diem Lookup Instructions for assistance.
Section VI: Lodging	
Field	Description/Instructions
Hotel Name	Enter the name of the vendor that will be used for lodging.
Vendor ID	Enter the ID (A number) of the vendor that will be used for lodging. If the vendor is new, contact the Purchasing department to request a vendor ID.
How many nights?	Enter the number of nights the traveler will be staying at the hotel.
Cost per night	Enter the estimated cost per room, per night, including taxes. If the rate changes based on the day, enter the average rate or the highest rate.
Section VII: Miscellaneous Expenses	
Field	Description/Instructions
Taxi/Shuttle/Subway	Enter any estimated expenses related to taxi, shuttle, or subway usage.
Parking	Enter any estimated parking expenses.
Baggage Fees	Enter any estimated baggage fees.
Gas (rental/univ vehicle only)	Enter any etimated gas expenses. Gas may only be claimed as an expense if the mode of transporation is rental or university vehicle.
Other	Enter any other estimated expenses. Use this section to enter a description.
Amount	Enter the amount for "other" expenses.
Other Sections	
Expense Summary	This section will calculate each expense item described.
Travel Advance	Check this box if you are requesting an advance for your travels.
Required Signatures	Traveler and Department Head are required on all requests. Other signature requirements will vary based on department protocol.

GSA Per Diem Lookup Instructions

1. Clicking the link will take you here.

The screenshot shows the GSA Travel Resources website. The navigation bar includes links for TRAVEL, REAL ESTATE, ACQUISITION, TECHNOLOGY, POLICY & REGULATIONS, and ABOUT US. The main header features the GSA logo and a search icon. Below the header is a large banner image of an airplane on a tarmac with the text "TRAVEL RESOURCES". The main content area is titled "Per Diem" and contains a form for selecting a location. The form includes a "Choose a location or use the old rate look up" instruction, a "Use Your Current Location" button, and input fields for State, City (Optional), and ZIP. A "Reset" button is located at the bottom left of the form, and a "Next" button is at the bottom right.

2. Select your destination state. Enter a destination city. Click Next.

This screenshot shows the same Per Diem lookup form as the previous one, but with the "State" and "City (Optional)" fields highlighted by a red rectangle. The "State" dropdown menu is set to "Georgia", and the "City (Optional)" text input field contains "Atlanta". The "Next" button at the bottom right is also highlighted by a red rectangle.

3. Click **Calculate Per Diem Allowances for a Trip**. Enter your travel dates. Click Next.

This screenshot shows the "Would You Like To:" section of the Per Diem lookup form. It features two buttons: "Calculate Per Diem Allowances for a Trip" and "Look Up Rates By Fiscal Year". The "Calculate Per Diem Allowances for a Trip" button is highlighted by a red rectangle. Below the buttons is a "Back" button.

3 Enter Travel Dates:

(RATES ARE AVAILABLE BETWEEN 10/01/2012 AND 09/30/2018)

Start Date 07/30/2018

End Date 08/03/2018

Back

Next

4. The Per Diem tab will appear. Click **Print Results**. Attach this page to your travel request.

Per Diem	Meals & IE	Airfares	Hotels	POV Mileage
Your search for Atlanta, Georgia				
USING RATES FOR FULTON / DEKALB / COBB INCLUDING ATLANTA:				
Daily Per Diem Rates:				
July Lodging: \$148				
July M&IE: \$69				
August Lodging: \$148				
August M&IE: \$69				
Estimated Per Diem Total: \$902.50				
Breakdown				
Additional Terms & Conditions				
New Search				
Print Results				

Use the "M&IE" rate to determine the per diem amounts for breakfast, lunch, dinner, and incidentals.

5. Click the **Meals & IE** tab. Using the M&IE amount from step 4, enter the breakfast, lunch, dinner, and IE rates on your travel request.

Per Diem	Meals & IE	Airfares	Hotels	POV Mileage
Meals & Incidental Expenses				
This table lists the six M&IE tiers in the lower 48 continental United States. Use the Per Diem rates tab above to look up a travel location and find its total M&IE. Locate that amount in the first "Total" column of the table below. The corresponding row provides specific meal breakdowns for the tier. The portion of the M&IE rate provided for incidental expenses is currently \$5 for all tiers.				
Total	Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

Refer to the [breakdown of FY 2017 meals and incidental expenses \(M&IE\)](#) for full details on current federal allowances in the continental United States.



INDIVIDUAL TRAVEL AUTHORIZATION REQUEST FORM

Fill in form electronically, print, obtain all required signatures, and submit hard copy to the Comptroller's Office (Accounts Payable). Electronic submissions are accepted via Box or email (princess.ritchie@aamu.edu or accounts.payable@aamu.edu). Supporting documentation for each amount in the Expense Summary section must be attached when submitted.

SECTION I: TRAVELER INFORMATION

Name: _____ ID# **A** _____ Title: _____
Department: _____ Email: _____

SECTION II: ENCUMBRANCE INFORMATION

Encumbrance No: _____ FOAP No: _____ - _____ - _____
Contact Name for Questions about this Encumbrance: _____
Contact Email: _____ Contact Phone Extension: _____

SECTION III: TRIP INFORMATION

Where are you traveling (city, state, country)? _____
Why are you traveling? _____
Departure Date (mm/dd/yyyy) _____ Departure Time _____ **AM or PM must be entered.** Total Travel Days: _____
Return Date (mm/dd/yyyy) _____ Return Time _____
Does this trip require prepaid registration? ☐ YES ☐ NO Vendor ID: _____ Registration Fee: _____

SECTION IV: TRANSPORTATION *(Airfare-in-lieu of Mileage rule applies. See section III. F. ii. b. of the Travel Policy.)*

How will you travel to your destination? _____
What are the total miles, roundtrip? _____ Total Transportation: _____

SECTION V: MEALS

Select travel destination: In-state Out-of-state or Dues Paying Member Both

SECTION VI: LODGING

Hotel Name: _____ Vendor ID: _____
How many nights? _____ x Cost per night (including taxes): _____

SECTION VII: MISCELLANEOUS EXPENSES

Taxi/Shuttle/Subway: _____ Parking: _____ Baggage Fees: _____ Gas: _____
(rental/univ vehicle only)
Other (enter description): _____ Amount: _____

EXPENSE SUMMARY

Registration Fee _____
Transportation _____
Meals _____
Lodging _____
Miscellaneous _____

REQUIRED SIGNATURES

TOTAL _____

Traveler's Signature _____ Date _____

Check here if an advance

Approved by - Department Head Signature _____ Date _____

is requested: _____

Approved by - Dean/Director Signature _____ Date _____

(Restrictions apply. Amount requested may not be amount disbursed. See Travel Policy for details.)

Approved by - Other Signature _____ Date _____