

Department of Statistics and Data Sciences

Request for Travel Authorization

Name:

Date Submitted:

Title:

UTEID:

Travel Dates: Depart Return

Destination:

Will student(s) accompany traveler?

Yes

No

UTEID

Purpose of Travel – Choose One Below

- Attend a meeting/conference
- Conduct lecture or teach a course
- Perform research activities
- Participate in or officiate an event
- Recruit prospective employee or student
- Site or field visit
- Serve as an expert witness
- Present original research paper
- Fundraising
- Negotiate contract
- Personal
- Other

Benefit to the University – Choose One Below

- Help accomplish research objectives
- Help fulfill contract provisions
- Enhance graduate/undergrad curriculum
- Enhance performance of Job Duties
- Enhance University Operations
- Enhance Reputation of the University
- Raise Funds for Faculty/Student Support
- Other

Specific Reason for Travel: Please Indicate the full name of the conference to be attended and the full title of any papers being presented.

Additional Sources of Funding? Yes

No

If you answered yes to the question above, please describe the additional funding:

Disposition of Duties: Do Not Leave Blank. Include name of instructor who will cover the class for you. Instructor cannot be a student. Form will not be processed without this information.

- No classes missed
- Duties assumed by colleagues or staff
- Duties require travel
- Duties held until return
- Other

Course:

Instructor:

Course:

Instructor:

Billing Information: Please note that any requests using SDS funding will be subject to Chair Approval

Account Number:

Account Name:

Account Number:

Account Name:

Estimated Expenses (Please specify if there is no cost to UT)

Meals:

Transportation:

Lodging:

Registration:

Other Expenses:

Total Estimate:

Department of Statistics and Data Sciences

Please complete the Request for Travel Authorization (RTA) and submit the hard copy or email as an attachment to the SDS Grants Administrator (email) at least three weeks prior to taking the trip for domestic travel and four weeks for foreign travel (additional Chair approval may be required). All RTA's must have necessary approvals prior to the trip.

Requirements for RTA Processing prior to taking the trip:

1. Complete all areas of the RTA. Please make sure to include the account number to be used and whether the airfare will be directly billed to your travel account or paid out of pocket to be reimbursed. (Note: by using state travel rates and direct billing airfare, you can minimize your out of pocket expenses.)
2. A copy of the airfare and flight itinerary.
3. A copy of the hotel itinerary (unless staying with someone, if so a phone number is required)
4. A copy of the schedule for the function you are attending. If presenting a paper, include the name of the paper and where it is being presented.

Travel Management Services at UT Austin provides information regarding travel agencies, hotel tax-exempt forms, car rental, etc. www.utexas.edu/services/travel/

Requirements for Reimbursements after returning from the trip.

Upon Returning from your trip, please submit all receipts to the Grants Administrator in the SDS office with an explanation of charges (ex: Taxi to/from hotel/airport). This will help speed up the reimbursement process.

Note: The University policy for Travel Reimbursement requires the receipts be submitted within 60 days upon returning from travel. Due to IRS regulations and the Safe Harbor Rules, expenses turned in after 60 days from the trip require an attached explanation as to the reason(s) for being late. These late reimbursements will also require additional levels of approval and may be disallowed entirely or reported as taxable income to you.