

Travel Authorization and Reimbursement Claim

1) Complete sections as below:

- a) Part I – required, must be completed
- b) Part II – complete only if requesting for cash advance or prepaid registration
- c) Part III – complete for reimbursement if you will pay for your own registration

For closing out completed travels or submitting mileage reimbursement. Requestor should:

- a) Complete Part I and Part III ONLY.
- b) Add Travel Authorization Number next to name if original TA number is available

- 2) If using Fund 12 budget - *Categorical Program, Grants or Special Projects portion* on Part I, should be completed and signed by the Program Director/Coordinator.
- 3) Attach any supporting documents along with travel authorization claims form
- 4) Include in email subject line: *First & last name – Conference/Event name*
- 5) Requester sends email to the Dean or Other Authorized Signature for Approval
- 6) Dean or Other Authorized Signature signs and forwards Travel Authorization Claim and attachments to **ARC BSO Travel** Email

Make sure to include “APPROVED” in the body of the email as evidence of approval. FORWARD (not reply) full email string to maintain sufficient audit evidence and to ensure the attachments remain.

NOTE: A Campus Based Requisition is no longer required for Travel Authorization and Reimbursement Claim charged to BANAR or SCOAR Business Units.