

TEXAS WOMAN'S UNIVERSITY
 REQUEST FOR TRAVEL AUTHORIZATION (RTA)

It is the policy of Texas Woman's University to follow state guidelines related to travel. Exceptions must be approved by the President or a Vice President.



TEXAS WOMAN'S
 UNIVERSITY™

Traveler's Name: _____ First Day of Travel: _____ Last Day of Travel: _____

Date of Request: _____ Destination City: _____

Reason for Travel: _____

How and to whom will your essential duties be reassigned during your absence? _____

Account to be charged: _____

Estimated Expenses	Transportation Rental Car, Taxi, Airfare Paid by Traveler	Mileage	Meal	Lodging	Incidentals Tolls, Parking, etc.	Registration	Airfare purchased with Departmental Air Card
IN STATE TRAVEL							
OUT OF STATE TRAVEL							
INTERNATIONAL TRAVEL <i>Actual Costs Allowed - ALL RECEIPTS REQUIRED</i>							

Total Estimated Cost: \$ _____

Traveler's Signature: _____ Date: _____ Supervisor Approval: _____ Date: _____

Accountholder:
 Signature _____ Date: _____ President / VP / Provost: _____ Date: _____

TWU Chancellor for Board of Regents (FOREIGN TRAVEL ONLY): _____ Date: _____

Director, Research & Sponsored Programs (FOR GRANT ACCOUNTS ONLY): _____ Date: _____

If travel is approved, attach this form to the Travel Voucher Form and forward to Procurement and Contract Services upon return from trip.