



## Completing Your Travel Authorization

The following is a guide to completing your Travel Authorization (TA) per SUNY Fredonia Travel Policy #810.

### Things to Note:

1. Regardless of Travel Status (defined as any trip more than 35 miles from your home AND place of business), a TA must be completed and turned in at least four (4) weeks PRIOR to your expected departure date.
  - a. TAs for trips under 35 miles and for insurance purposes only should be kept on file with the issuing department and NOT submitted to the Accounting Department.
2. Please be sure to utilize the new, PDF version of the TA which is provided on the [Travel Forms and Resources](#) page. Previous versions of the TA will no longer be accepted. Should you utilize the incorrect version, your paperwork will be returned noting such and a new form must be submitted.
3. Please do NOT save a partially completed version of the TA to your computer for future use. This can create issues with prefilled dates and other information not being changed/updated appropriately. If you wish to save a copy of the form, please save only a blank form to be filled out in full with each new trip request.
4. Please fill out the form COMPLETELY. Incomplete forms may be returned for further verification, signatures, etc.
  - a. Only original signatures are accepted on TAs at this time.

### Instructions

#### Traveler should complete:

1. ALL required cells on the TA. This includes:
  - a. Last Name
  - b. First Name
  - c. Title
  - d. Department
  - e. Destination (MUST include City & State)
  - f. Departure and Return Dates
2. Business Purpose
  - a. Be sure to include name of association or organization sponsoring meeting (no abbreviations), along with reason for trip. (IE: presenting, attending, recruiting, etc.)
3. Other Payment Methods to be used
  - a. If you will be utilizing a P-Card (for conference registrations only), a Purchase Order, or a State Van, these amounts and details must be included on the TA.
4. Estimated Travel Voucher Expenses
  - a. This should include estimates for ALL amounts to be spent whether on a Travel/NET Card or personal funds for reimbursement.

- b. Be certain to check which form of payment will be used for each category.
  - c. Include best estimate for costs. (Cost should also be the most economical and appropriate to the trip.)
5. External Funding Sources
- a. All external funds should be documented
    - i. If FSA, College Foundation, or SUNY Research funds will be used in full or for a portion of the trip, check the yes and include account number as well as which portions of the trip will be covered.
    - ii. If another agency is funding all or a portion of your trip, you must list the agency as well as which portions of the trip will be covered.
6. Internal Funding Sources
- a. Be sure to note the State account number that will be used for all (or a portion) of your trip. If you are unsure of the account number to be used, you may leave this blank for your Supervisor to complete. Note: be sure your supervisor is aware of this as an incomplete TA will be returned.
  - b. If more than one State account is to be utilized, please list additional accounts as well as which parts of the trip will be covered by which accounts (or percentages depending on how the trip is to be divided amongst them).
7. TURN IN TA TO YOUR SUPERVISOR FOR FINAL APPROVAL.

**Supervisor should complete:**

1. Internal Funding Sources
  - a. This only needs to be completed if your employee did not provide an account number for the trip. If the account number was provided, please verify for accuracy.
2. Select the Actual Trip Allowance
  - a. Full Trip Allowance
    - i. All expenses from the authorized trip will be covered in full. This applies to charges made on Travel/NET Card AND personal use for reimbursement. NOTE: This amount may exceed the estimate provided by employee in Part I.
  - b. Trip Allowance may not exceed
    - i. When checking this box the supervisor must ALSO provide a trip allowance amount. Regardless of cost of authorized trip, the traveler can only be reimbursed or charge to a Travel/NET card up to the amount written here.
      1. All Travel/NET card expenses are subtracted from this amount PRIOR to calculating any reimbursements.
  - c. State Vehicle only
    - i. The authorization of use of a State vehicle has been approved, but no funds are available for the authorized trip. Any expenses will not be reimbursed and a Travel/NET card should NOT be used (except for fuel for the State vehicle).
  - d. No Trip Allowance
    - i. Traveler's trip has been authorized (most likely for insurance purposes) however, no State funds are to be utilized and no personal funds will be reimbursed.
3. Supervisor MUST sign off on TA before it is submitted to the Accounting Department.
4. If the funding account requires an additional signature this must also be acquired prior to submittal of form.

**Additional Signatures:**

1. TA should be sent to the appropriate office(s) for additional signatures, should they be required for travel.
  - a. Any trip over \$500.00 must be approved by a Dean.
  - b. Any trip over \$2500.00 must be approved by a Vice President (or their designee).
  - c. Foreign travel, regardless of cost, requires approval from the President or Vice President (or their designee).

**If there are any questions regarding the TA process, please refer to Travel Policy #810, or contact the [Accounting Department](#). (x3467)**