

Travel Authorization Request Expenses - Worksheet

TA: _____

Traveler: _____ ID No. _____ Ext. _____
 Travel Date From: _____ To: _____
 Travel Location: _____
 Descript./Bus. Purpose: _____

****Authorized P-Card Expense (please attach all p-card prepaid expense receipts with est. of expenses)**

Travel Expense Types:

**Airfare		<i>(Please Circle)</i>		Prepaid P-Card Charge		Personal Chg
Carrier	Date	Departing From:	Time	Arrival Location:	Time	
<i>(Outbound Flt Info)</i>						
<i>(Return Flt Info)</i>						
Dept./Grant Charge Code			Project/Grant ID Code			
						\$ Amt Charged: \$
						\$ Amt Charged: \$

**Lodging		<i>(Please Circle)</i>		*Prepaid P-Card Charge		Personal Chg
Lodging/Hotel	Date of Each Night's Lodging					
Dept./Grant Charge Code			Project/Grant ID Code			
						\$ Amt Charged: \$
						\$ Amt Charged: \$

**Conf. Registration		<i>(Please Circle)</i>		P-Card Charge		Prepaid P-Card Charge		Personal Chg
Company	Expense Date							
Dept./Grant Charge Code		Account Code	Project/Grant ID Code					
		507000			\$ Amt Charged: \$			
		507000			\$ Amt Charged: \$			