

BEFORE TRAVEL: A Travel Authorization (TA) must be fully approved in Archivum BEFORE traveling. CFS suggests that the traveler completes and signs this form at least **2 weeks** before the first day of **domestic travel** & **4-6 weeks** before the first day of **international travel** to allow the TA to be processed and approved.

Any travel undertaken without a fully approved TA may not be reimbursed.

Any **change to the scope** of an approved trip, such as changing the travel days, requires submission and approval of a new TA.

International travel requires additional documentation and coordination with USF World.

Section 1: Traveler Status and Funding

Name of Traveler: (As it appears on official documents)		Traveler Status:	
GEMS ID:		Department:	
Funding source 1:			
Funding source 2:			
Funding source 3:			
Comments on Funding :			

Section 2: Estimated Travel Expenses

If traveling to more than one location, please include all destinations, business events and 'purposes' and try not to overlap dates

Event Name:			
Business Purpose:			
Departure Date:		Return Date:	
Are you going to claim: Airfare: Yes No		Long distance driving: Yes No	
Travel Destination (City, State, Country)			
Airfare*: \$	Lodging: \$	Registration Fee: \$	Membership: \$
Rental car**: \$	Gas: \$	Mileage***: \$	Taxi/Ground Trans: \$
Baggage(incidental): \$	Meals:\$	Parking(incidental): \$	Other(s): \$
Total Estimated Expenses: \$			
Comments:			

*Select Economy/Coach unless a flight is > 8 hours long. Airfare comparisons are often required, see Page 2.

**Avis Budget Group (ABG) Avis: A113400 <https://www.avis.com/en/corporate/A113400>

***Mileage reimbursement for personal car is \$0.445/mile

Section 3: Acknowledgment of Funding Cap (if applicable)

I understand that funding for this professional development opportunity is limited to \$ _____ from the Dean's Travel Allowance.

I understand that funding for this professional development opportunity is limited to \$ _____ from the Department Travel Fund.

Any expenses over \$ _____ will be covered by alternative USF funds, external funds or by the traveler.

Please check all that apply, sign, date and forward to EDU-Travel@usf.edu

I acknowledge the cap on my travel funding (if applicable).

I have familiarized myself with USF's travel rules before traveling:
<https://www.usf.edu/business-finance/controller/payment-services/travel.aspx>

I will provide an [After Trip - CoEdu Travel Reimbursement Worksheet](#) and supporting documents within five (5) calendar days of the last date of travel.

Traveler Signature: _____

Budget Director: _____

When do you need to provide airfare comparisons?

Airfare comparisons are required when:

- The travel is not strictly *from* Tampa *to* the Business Destination and back immediately before and after the Business Event.
- USF Tampa Campus business travelers fly from an airport other than Tampa or to an airport that is not the closest commercial airport to the Business Event location
- Booking two one-way plane tickets instead of a round trip ticket
- A traveler chooses to drive rather than fly. Mileage reimbursement is typically limited to the amount that would have been allowed for the cheapest available flights.
- Domestic airfare exceeds \$750 - this includes Canada, Mexico, Puerto Rico, and the US Virgin Islands
- International airfare exceeds \$1,500

How to provide flight comparisons:

- Source using a travel aggregator site: Expedia, Kayak, Tripadvisor, GoogleFlights
- Provide an entire range of airfares across carriers, showing prices at the time of booking.
- Show the prices of tickets to/from Tampa and the business destination (typically the day before and the day after the business event).