

RTA #: _____

DATE: _____

UNIVERSITY OF TEXAS AT TYLER
REQUEST FOR TRAVEL

EID #: _____

Source of funding
Account(s): _____

Name: _____

Dept.: _____

Travel Dates: Beg: _____ Est. Departure Time: _____ Ends: _____ Est. Return Time: _____

Destination: _____ If Washington, DC-addtl form required
(Airline / Rental Car / Personal Car/ Other)

Mode of Transportation: _____

Preferred Departure Airport: Tyler Pounds / DFW / Longview-Gregg County / Shreveport / Other

Purpose of Travel: (detail) _____

Specific Benefit To UT Tyler: _____

Budget: (See Define Allocation Table)	(Encumber)	(Account Number)
Transportation: _____	() _____	_____
Lodging: State Rate () _____	() _____	_____
Meals: Per Diem () _____	() _____	_____
Registration: _____	() _____	_____
Other: _____	() _____	_____
Total: _____	If utilizing more than one funding source list account # by allocation \$	

No Cost to UT Tyler

Circle/underline/bold the **HEADING(S)** that best summarizes your travel activity for EACH CATEGORY.

- Purpose:
- | | | |
|--|-------------------------------------|---------------------------|
| 01 Attend meeting, conference, etc. | 06 Site or field visit. | 11 Prospective Employee |
| 02 Conduct lecture or teach course. | 07 Serve as expert witness | 99 Other (Specify). _____ |
| 03 Perform research activities | 08 Present original research paper. | _____ |
| 04 Participate or officiate in an event. | 09 Fundraising. | _____ |
| 05 Recruit prospective employee or student | 10 Negotiate a contract. | |

- List of Benefits to UT Tyler:
- | | |
|---|---|
| 01 Help accomplish research objectives. | 05 Enhance University operations. |
| 02 Help fulfill contract provisions. | 06 Enhance reputation of the University. |
| 03 Enhance grad/undergrad curriculum. | 07 Raise funds for faculty / student support. |
| 04 Enhance performance of job duties. | 99 Other – List specific benefits to UT Tyler _____ |

- Disposition of Duties:
- | | |
|---|------------------------------|
| 01 No class missed. | 04 Duties held until return. |
| 02 Duties assumed by colleagues or staff. | 99 Other _____ |
| 03 Duties required travel. | |

- Purpose for Washington DC Travel: (requires additional approvals) OSFR Form Completed
- 41 Federal Congressional Testimony.
 - 42 Federal Congressional visit.
 - 43 Agency visit (general)
 - 44 Agency visit (grant follow-up)
 - 45 Public interest group or professional association
 - 99 Other _____

Employee/Student Signature _____ Date _____

Budget Authority Signature _____ Date _____