

# Example of properly completed Blanket Travel Authorization

TRV-1  
(Rev. 2/16)

## The University of North Carolina at Greensboro Travel Authorization/Expense Report

Shaded GRAY areas are for AP use only

### TRAVEL AUTHORIZATION

Traveler's Name: Abcdef Ghijklmnop	Univ. ID#: 888 88 8888	UNCG EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Contact Tel. No: 919-919-9191	Date Filed: 8/15/20XX
Address Code&Address: 123 Anywhere Street	Are you a student? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Citizenship status: (Choose one) <input checked="" type="checkbox"/> US Citizen <input type="checkbox"/> Legal Permanent Resident <input type="checkbox"/> Non-Resident Alien-Attach NRA001 w/req docs		
Destination: Local Schools	Description: Supervise student interns	<input checked="" type="checkbox"/> Official State Business <input type="checkbox"/> Academic Credit OR <input type="checkbox"/> Student Activity		Estimated Cost of Trip: \$XXX.00

Period Covered by this Voucher

Leave Date: 8/1/20xx Time Left: AM Return Date: 7/31/20XX Time Returned: PM

I have read and understand the University Travel Policies. (Travel Policies)  
I understand my responsibility as a traveler for the University. In the event a travel advance is issued to me, I have read and understand the Travel Advance Loans Policy. (Travel - Policy 9) If I fail to repay the travel advance loan, I agree that the University may deduct the amount of the advance from the next salary check due to me.

I have read, understand, and approve this travel, including the amount to be advanced. I approve lodging, registration fee and meals (for out of country travel only) in excess of the allowed rate, use of personal vehicle and/or airport parking for the trip described above as a necessary University expense. The student travel listed above is in accordance with University Travel Policy 8, and is approved to be paid from Fund #: \_\_\_\_\_ .  
(Cross out any above phrases that are not approved)

*Abcdef Ghijklmnop*  
Traveler's Signature Date

Supervisor's/Dean's or Authorizing Signature(s) Date

### TRAVEL ADVANCE LOAN/PAYMENT TO VENDOR PRIOR TO TRIP

Fund:	Payment to Vendor Prior to Trip (attach original invoices):
Advance Loan Requested:\$ _____	\$ _____
(Loan to Traveler)	(Vendor Name) Air Acct Code Registration Acct Code

DOCUMENT NUMBER: MULTIPLE <input type="checkbox"/>	Invoice Date: (MMDDCCYY)	Transaction Date:	Bank	CM	Due Date:
VENDOR NUMBER:	Document #:				

### REIMBURSEMENT OF EXPENSES PAID BY TRAVELER OR CHARGED TO PCARD

Transportation:	Reimbursable Amounts (To be paid)	PCard			
		In-State	Out-of-State	Out-of-Country	Non-Employee
Air Transportation (attach receipt unless paid in advance) =		223010	223020	223030	223220
Bus/Rail Transportation =		223040	223050	223060	223220
Mileage x 54¢ 75 miles or less =	0.00	223040	223050	223060	223220
Mileage x 34¢ More than 75 miles =	0.00	223040	223050	223060	223220
Rental Car / Taxi : (attach receipt) =		223040	223050	223060	223220
<b>Subsistence:</b>					
Hotel nights @ =	0.00	223110	223120	223130	223320
Breakfast meals @ =					
Lunch meals @ =					
Dinner meals @ =					
Total Meals =	0.00	223140	223150	223160	223320
<b>Other:</b>					
Registration (attach receipt/proof of payment unless paid in advance) =		234510	234520	234530	223320
Other (attach explanation or use back of form) =	0.00	223170	223180	223190	223320

COA	Index/Fund Number(s)	Fund Initials	Amt. Reimbursed	PCard Not Used - Fund Initials
G				
Total Travel Expenses to be Reimbursed:			0.00	
Entertainment (Attach receipt on reverse side. Describe who was entertained & business purposes of entertainment.)				
Non-State Fund to Charge for Entertainment			-221322	
Entertainment -Fund Holder's Initials				
Less Travel Advance Loan Received:				
Total Due Traveler/(UNCG):			0.00	

Under penalties of perjury I certify this is a true and accurate statement of my citizenship and of the lodging, expenses and allowances incurred in the services of the State.

I have examined this reimbursement request and certify that it is just, necessary and reasonable, and in compliance with University policies.

Traveler's Signature Date Supervisor's or Dean's Signature Date