TLS Travel Policies

There are new Travel Policies that have been put in place effective NOW and the University is going to be very strict about them. There has been a case where a reimbursement was denied due to an employee who failed to submit a Travel Authorization and sign-up on Terradotta (international travel).

If your Project is reimbursing graduate students this applies to them and if they fail to submit a Travel Authorization they will be denied reimbursement.

We in the Department would like to prevent this from happening and need your full cooperation to submit your Travel Authorization form in a timely manner.

Thank You.
TLS Staff

What are the steps that Faculty, Staff and Graduate Students must follow:
(Official University travel includes, but is not limited to travel for: conferences, research, sabbatical, guest scholarship, partnership collaboration and development)

The most important thing to remember you must print a new Travel Authorization form with a new travel number (right corner) for each trip.

U.S. Travel

STEP ONE: Travel Authorization (TA) must be filed 15 days prior to departure date and submit to Supervisor and/or Department Head for Approval.

International Travel

STEP ONE: Travel Authorization (TA) must be filed 30 days prior to departure date and submit to Supervisor and/or Department Head for Approval.

STEP TWO: Register travel in the University International Travel Registry.

Registration involves:
A. Indicating the dates and location(s) of international travel. This includes travel to Canada, but not to Puerto Rico.
B. Completing and submitting the Travel Description Questionnaire

The following types of travel require additional action and take a minimum of 30 days to coordinate:
Please note, review of travel information received less than 30 days prior to departure cannot be guaranteed.

Travel to a country with a Travel Warning:
• Complete the Supplemental Travel Authorization, available under the “Materials” section of the Travel Registry.
• Obtain approval signatures from your Department Head.
• Click here for further information regarding UA travel to Mexico.
• Submit the Supplemental and standard TA forms for review by the International Travel Safety Oversight Committee (ITSOC). ITSOC makes recommendations to the health and safety considerations of the travel to the Provost. Please note, review of travel information received less than 30 days prior to departure cannot be guaranteed.

FINAL STEP: Prior to departure
1. Check the travel registration status to confirm that travel is approved.
2. If the status is not approved, determine the remaining required actions. If you have any questions about your status or the needed actions, contact the International Travel Team.
**TRAVELER & DEPARTMENT INFORMATION**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT NAME</th>
<th>DEPARTMENT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>TLS</td>
<td>3222</td>
</tr>
</tbody>
</table>

|EMPLID|DEPARTMENT PO BOX ADDRESS|ROOM NUMBER|
P.O. Box 210069 | 512 |

**CONTACT NAME/TITLE**

**PHONE NUMBER**

**TRAVEL ORDER**

<table>
<thead>
<tr>
<th>BUSINESS PURPOSE OF TRIP: (conference dates)</th>
<th>IN-STATE</th>
<th>OUT-OF-STATE</th>
<th>INTERNATIONAL*</th>
</tr>
</thead>
</table>

**MODE OF TRANSPORTATION:**

**DUTY POST:** Tucson/Chandler/Phoenix, AZ

**CITY, STATE DEPARTING FROM:**

**DEPARTURE DATE:**

**CITY, STATE RETURNING FROM:**

**RETURN DATE:**

**ATTACH ITINERARY IF MULTIPLE LOCATIONS**

**DESIGNATED LODGING:** YES NO

**INTERNATIONAL TRAVEL**

**INTERNATIONAL TRAVEL REGISTRY #:**

If you are traveling internationally, you must register your trip through the UA International Travel Registry prior to departure:

[http://ua-risk.terradot.com](http://ua-risk.terradot.com)

**TRAVEL WARNING COUNTRY**

If your destination has a Travel Warning issued by the U.S. State Department, you must submit a "Supplemental Authorization Form for Travel Warning Areas" along with this Travel Authorization. Check current Travel Warnings at:

[http://travel.state.gov](http://travel.state.gov)

**EXCEPTIONS**

- Vehicle taken out of state: State-owned Rental Private
- Long-term travel status (if travel will exceed 30 days, state reason)
- Personal time taken (state reason and how long)
- Use of other than coach/economy travel on commercial airlines (state reason)
- Miscellaneous – explain

**JUSTIFICATION / REASON:**

International travel - authorization form must be filed 30 days prior to departure date; Register travel in the University International Travel Registry. Travel to country with Travel Warning must submit supplemental travel authorization.

REMEMBER must be submitted and approved 30 days prior to travel.

**TRAVEL ADVANCES (OPTIONAL)**

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>ACCOUNT #</th>
<th>DATE REQUIRED</th>
<th>CHECK</th>
<th>DIRECT DEPOSIT</th>
</tr>
</thead>
</table>

Important Please Read Before Signing: The University of Arizona is authorized to deduct the amount of the travel advance from any future expense reimbursements or pay due the traveler. The advance must be settled in full within ten days from the return of the trip. In the event these sources are not adequate or in the event of severance of my employment with The University of Arizona, the advance shall become due and payable immediately. It shall bear interest at the rate of 9% annum starting thirty days after the return date of the trip. In the event that it should become necessary to enforce collection of this advance, or any part thereof by suit or otherwise, I do further agree to pay any and all costs of collection including a reasonable attorney’s fee.

**PAYEE SIGNATURE**

**DATE**

DO NOT SIGN HERE.