

SAMPLE TA – EMPLOYEES

TRACKING #:			
Need to update your contact info? Click here to change your intranet contact info.			
PREPARER LAST NAME: <input style="width: 150px;" type="text"/>	FIRST NAME: <input style="width: 150px;" type="text"/>		
PREPARER DEPARTMENT: <input style="width: 150px;" type="text"/>	PHONE: <input style="width: 100px;" type="text"/>		
PREPARER EMAIL: <input style="width: 300px;" type="text"/>			
TRAVEL AS: <input type="text" value="Please Select"/>	<input type="radio"/> DOMESTIC TRAVEL OR <input type="radio"/> FOREIGN TRAVEL <small>*Domestic includes US Territories and Canada</small>		
TRAVELER NAME <input style="width: 150px;" type="text"/>	VIP ID <input style="width: 100px;" type="text"/>		
TRAVEL FROM: <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	TO: <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>		
TRAVEL PURPOSE: <input style="width: 300px; height: 30px;" type="text"/>			
<small>*Must be more specific than University business-DETAILS REQUIRED</small>			
DESTINATION CITY <input style="width: 150px;" type="text"/>	STATE/TERRITORY OR PROVINCE <input style="width: 100px;" type="text"/>		
<input style="width: 150px;" type="text"/>	<input type="text" value="Please Select"/>		
<input style="width: 150px;" type="text"/>	<input type="text" value="Please Select"/>		
<input style="width: 150px;" type="text"/>	<input type="text" value="Please Select"/>		
<input style="width: 150px;" type="text"/>	<input type="text" value="Please Select"/>		
<input style="width: 150px;" type="text"/>	<input type="text" value="Please Select"/>		
METHOD OF TRAVEL:			
<input type="checkbox"/> PLANE <input type="checkbox"/> STATE VEHICLE <input type="checkbox"/> PERSONAL VEHICLE <input type="checkbox"/> RENTAL VEHICLE OTHER: <input style="width: 150px;" type="text"/>			
ESTIMATED COSTS:			
TRANSPORTATION (NOT INCLUDING STATE VEHICLE)	<input style="width: 50px;" type="text"/>		
MEALS & LODGING	<input style="width: 50px;" type="text"/>		
OTHER: <input style="width: 150px;" type="text"/>	<input style="width: 50px;" type="text"/>		
<input type="checkbox"/> REGISTRATION <input type="checkbox"/> INTERNET <input type="checkbox"/> PHONE <input type="checkbox"/> PARKING <input type="checkbox"/> LOCAL TRANSPORTATION			
TOTAL ESTIMATED COST			
<input style="width: 100px;" type="text"/>			
DEPT	FUND	ANALYTICAL	AMOUNT
<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
TOTAL SOURCE OF FUNDS		<input style="width: 100px;" type="text"/>	
<input checked="" type="checkbox"/> Send a confirmation email with a link to this entry.			
<input type="button" value="Save For Later"/> <input type="button" value="Submit Form"/>			

Enter name, department, campus phone, and e-mail here

Select 'Travel As' an employee and 'Domestic' or 'Foreign' Travel

Enter the Traveler's name along with their 8 digit VIP ID

Enter the day leaving and returning for travel 'from' and 'to' and provide a brief description of the trip under 'Travel Purpose'

Enter the city to which you will be traveling. For multiple trips around the same state, you may enter 'Various'. For Example, enter 'Various' in South Carolina for repetitive travel to Charleston, Columbia, and Beaufort.

Select all methods of travel that you will be using for transportation.

Enter all estimated costs for transportation, meals, lodging, registration, and other miscellaneous expenses which you anticipate will be incurred.

Enter the appropriate department and fund which will paying for the trip. The department will begin with '172xx' and the Fund will begin with a letter. For example: 17220 A000. Leave analytical blank. If the total cost will be paid for, copy 'Total Estimated Cost' into the amount.

The form is NOT automatically processed after clicking 'Submit'. Click 'Submit Form' and print the next page. The appropriate Department Head or signatory authority will need to sign the form and turn it in to the Business Office for processing.