

SAMPLE TA – INTERVIEWEE

TRACKING #:			
Need to update your contact info? Click here to change your intranet contact info.			
PREPARER LAST NAME:	<input type="text"/>	FIRST NAME:	<input type="text"/>
PREPARER DEPARTMENT:	<input type="text"/>	PHONE:	<input type="text"/>
PREPARER EMAIL:	<input type="text"/>		
TRAVEL AS:	<input type="text" value="Interviewee"/>	<input type="radio"/> DOMESTIC TRAVEL OR <input type="radio"/> FOREIGN TRAVEL <small>*Domestic includes US Territories and Canada</small>	
TRAVELER NAME		US RESIDENT	
<input type="text"/>		<input type="radio"/> YES <input type="radio"/> NO	
TRAVEL FROM:	<input type="text" value=""/>	TO:	<input type="text" value=""/>
TRAVEL PURPOSE:	<input type="text"/>		
<small>*Must be more specific than University business-DETAILS REQUIRED</small>			
DESTINATION CITY		STATE/TERRITORY OR PROVINCE	
<input type="text"/>		<input type="text" value="Please Select"/>	
<input type="text"/>		<input type="text" value="Please Select"/>	
<input type="text"/>		<input type="text" value="Please Select"/>	
<input type="text"/>		<input type="text" value="Please Select"/>	
<input 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 type="text"/>			
ESTIMATED COSTS:			
TRANSPORTATION (NOT INCLUDING STATE VEHICLE)	<input type="text"/>		<input type="text"/>
MEALS & LODGING	<input type="text"/>		<input type="text"/>
OTHER:	<input type="text"/>		<input 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 type="text"/>
DEPT	FUND	ANALYTICAL	AMOUNT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL SOURCE OF FUNDS			<input 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 your name, department, campus phone, and e-mail here

Select 'Travel As' 'Interviewee' and 'Domestic' or 'Foreign' Travel

Enter the Traveler's name and select if they are a US Resident or not

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

Enter 'Bluffton' or 'Beaufort' depending on which city they will be interviewing in.

Select all methods of travel that they 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.