

Travel Arrangement Form

Please turn in this form at least 2 weeks before travel occurs

Traveler's FULL Name: _____

Mailing Address: _____

UA ID: _____ Date of Birth: _____

AK Airline Mileage # _____ Seating Preference: _____

Purpose of Trip: _____
(Please attach agenda)

Date/Time of meetings: _____ TO _____

Dates of travel: _____ TO _____

Destination: FROM _____ TO _____

Preferred departure/arrival flights/#'s: _____
(Attach itinerary)

Lodging Preference: _____

Will you need a car – if allowable: _____

Any other expenses/information: _____

Date Requested: _____ Funding (if known): _____

Director/Supervisor Approval: _____ Date: _____

DURING TRAVEL

- Check with your travel coordinator regarding the maximum lodging allowance for your destination; this information can also be found at:
http://www.uaf.edu/files/finserv/finance-accounting/travel/Per_Diem.pdf
- UAF travel regulations allow the rental of up to a mid-size (intermediate) car unless business justification is provided/authorized for a larger class
- Save all receipts for lodging, car rental or other ground transportation/taxi, airport parking, gas receipts
- Per diem covers your meals, so there is no need to save meal/food receipts unless you want to claim actual expenses up to the per diem allotment
- Save any other receipts related to business (i.e. registration fees, tolls, airline change fee if needed for UAF business, etc.)
- Any changes for any reason of airline ticket, please email UAF-CRCD-Travel@alaska.edu noting changes needed and the business justification for change. A copy of the changed itinerary is required for reimbursement.

POST TRAVEL

*****All receipts must be turned in within 10 business days following travel completion*****

Please return to CRCD office all original receipts of the following:

1. Airfare receipts
2. Transportation receipts – showing paid
3. Hotel receipt showing a zero balance
4. Any other receipts applicable to travel
5. Itinerary and/or agenda for meetings attended
6. Please notate any meals provided or provide business justification for not participating in provided meal(s)

Please email to:

CRCD Shared Travel Services

Email: UAF-CRCD-Travel@alaska.edu

Please contact Amanda Lash: alash2@alaska.edu with any policy questions.

Ph: 907-474-6417 or 474-7143 Fax 907-474-5824