

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
AUTHORIZATION FOR OFFICIAL TRAVEL

UAH Travel Guidelines: <https://www.uah.edu/images/administrative/business-services/Forms/travel-forms/06.04.01-uah-travel-guidelines-11.1.2023.pdf>

Name _____ Date _____
Charge to _____ Index Number _____
Destination _____ Dates of Trip _____

Reason for Making Trip _____

Estimate of Cost:

Airfare/Bus/Train	_____
Lodging	_____
Registration Fee	_____
Meals	_____
Personal/Rental Car	_____
Miscellaneous	_____
Other-List _____	_____
_____	_____
Total Estimated Cost **	_____

Plans for reservations and tickets are as follows: _____

Maximum amount allowed for reimbursement: _____

Traveler Certification

I certify that in-person attendance and the associated travel expenses for this trip are essential to advance and further my department's mission.

Traveler Signature: _____

Approving Officials

Name: _____ Signature: _____
Budget Unit Head or Principal Investigator

Name: _____ Signature: _____
Dean or Director

Name: _____ Signature: _____
Office of Sponsored Programs Administrator

Name: _____ Signature: _____
Vice President

- Note:**
- Prior to embarking on a trip, all travelers are encouraged to carefully review the UAH Travel Guidelines and plan accordingly.
 - Prudent planning for travel is encouraged, to ensure the most economical use of University funds.
 - The P-Card is the preferred method of payment for conference registration fees, lodging expenses, allowable transportation expenses, and parking fees.
 - Amended travel authorization with initial & date of approver is required if the total actual cost exceeds total estimated cost by more than 10%.
 - All international travel must be registered with International SOS through the division/department/unit approved trip entry point of contact prior to travel.
 - International travelers are strongly encouraged to review UAH international travel assistance benefits prior to travel.
 - A cost comparison is required to be completed when combining Business Travel with Personal Travel.