



Navajo Technical University

**TA Number must be assigned
BEFORE Travel**

Travel Authorization

TA Number:

No assignment of TA# will cause delay in reimbursement and/or processing

Employee/Student Information:		Employee	Student	Board of Regent		
Jenzabar ID #	Employee/Student Name:		Employee's/Student's Signature:			
Position Title:			Department:			
Work Phone Number:	Mobile Number: <small>Before 8AM & After 5PM</small>	I have an Emburse/ BofA Card		Travel Advance Required		Cost Center
		Y N		Y N		

Travel Itinerary Information:	One Day Travel	Overnight Travel	Per Diem (2 wks. prior)	Actual (Receipts)
Date of Travel Request: _____	Purpose of Travel: _____			
Date of Departure: _____	Travel Itinerary: _____			
Date of Return: _____	NTU Vehicle: _____		License Plate No: _____	
Private Vehicle: _____	Mileage Rate: _____	Estimate Miles: _____		
Private Vehicle Insurance: _____	Policy Number: _____		Expiration Date: _____	

Travel Cost Estimate:											
Expense Category	Object Code	Primary Expense			Distribution Expense			Distribution Expense			Category Total
		Fund No.	Cost Center	Amount	Fund No.	Cost Center	Amount	Fund No.	Cost Center	Amount	
Meals	5210										
Lodging	5210										
Mileage	5230										
Misc	5700										
Airfare	5210										
Vehicle Rental	5210										
Account Number: _____							Total Travel Cost Estimate:				
							Total Advance Meals & Lodging:				

Airfare Flight Information:	
Full Name on Issued Government ID: _____	
Date of Birth: _____	Gender: _____ Email Address: _____
Airfare Confirmation: _____	
Airfare Confirmation Date: _____	Account Fund: _____
Who Booked Airfare: _____	

Department Supervisor Signature: _____ Date: _____

Travel Advance Authorization: _____ Date: _____

INSTRUCTIONS

1. Print Travel Authorization (TA), ensure Supervisor and Employee signatures are on the form with dates.
2. If no Travel Advance is needed, retain and attach to completed Travel Expense Report for filing.
3. If Travel Advance is requested, require Department Supervisor approval signature with date. Submit to Travel Email; ntuttravel@navajotech.edu
4. If using Grant Funds, forward signed TA to Contracts & Grants Accounting section for review and fund availability prior to Travel Departure. Ensure Budget Narrative has a Travel Line item.
5. If Traveler is using Personally Owned Vehicle (POV), require a current copy of insurance card.
6. Upon return from Travel, complete the Expense Report, Trip Report, and Mileage Report within 10 days to avoid Payroll Deduction.
7. TRAVELERS: Itemized receipts are required for all expenses. Attached Itemized Receipts for all expenses and attach to the Expense Report.