REQUEST FOR
TRAVEL AUTHORIZATION

Traveler: Alexandra Glebova
EMPL ID: 6001028446

Description: TACRAO College Fair/High School Visits

Comments:

Business Purpose:

☐ Travel

- ☐ Attend meeting
- ☐ Fund Raising
- ☐ Lecture/Teach Course
- ☐ Negotiate Contract
- ☐ Other/Specify
- ☑ Participate/Officiate Event
- ☐ Perform Research
- ☐ Present Original Research Paper
- ☐ Prospective Employee
- ☑ Recruit Prospective Employee/Student
- ☐ Serve as Expert Witness
- ☐ Site or Field Visit

Benefit:

- ☐ Enhance University Operations
- ☑ Enhance University Reputation
- ☐ Enhance Grad/Undegr Cirriculum
- ☐ Enhance Job Duty Performance
- ☐ Help meet contract provisions
- ☐ Help meet research objectives
- ☐ Other (specify in comments)
- ☐ Raise Faculty Student/Support Funds

Disposition of Duties:

- ☐ Duties assumed by collegues
- ☐ Duties held until return
- ☑ Duties required travel
- ☐ No classes missed
- ☐ Other (specify in comments)

Destination: Dallas and surrounding areas/Austin and surrounding areas, TX

Date from: September 17, 2017 to: September 29, 2017

Washington Travel ☐
Purpose:

Estimation of Cost:

Personal Mileage (0.56/mile)		Pd by employee request TE
Rental Car	448.5	approved/paid University Card in VPBA office
Flight		approved/paid University Card in VPBA office
Hotel	1245	approved/paid University Card in VPBA office
Food	674	Actual cost no per diem rates
Incidental Expense	300	Pd by employee request TE
Total	2667.5	

Account: Admissions (Define) 31-0400-00 (PeopleSoft)

Signatures
Request : Traveler — 9/7/17
Approval: Budget Head/Dean — 9/7/17

Travelers must be aware of all travel guidelines and all original itemized receipts must be submitted for reimbursement

Rv. 10/15/16