



# TRAVEL AUTHORIZATION

*A completed Travel Authorization is required for all travel advances. Submit completed travel authorization with a Tower Foundation requisition to receive advance.*

Traveler's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Project Position/Title: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Campus Zip: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Destination: \_\_\_\_\_ Inclusive Dates of Travel: \_\_\_\_\_

Purpose of Trip: *(Include name of organization or event description)* \_\_\_\_\_

### University Approval for Dates of Travel

*(University approval is required for SJSU employees for any travel during their academic year appointment.)*

\_\_\_\_\_  
Direct Supervisor Authorization

### Estimated Expenses

Airfare \$ \_\_\_\_\_

Ground Transportation \$ \_\_\_\_\_

Registration, Tuition \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

**Tower Foundation Advance Requested:** \$ \_\_\_\_\_

*Submit completed travel authorization with a Tower Foundation requisition to receive advance.*

I understand that when receiving an advance, unreconciled travel becomes reportable income to the individual requesting the advance (travel claimant).

\_\_\_\_\_  
Travel Claimant Signature

\_\_\_\_\_  
Account Authorized Signature

### Tower Foundation Accounting Use Only

Account Number:		Object Code:	
Tower Foundation Approval:		Date:	

## TOWER FOUNDATION TRAVEL POLICY

The Tower Foundation travel policy follows the Internal Revenue Service Guidelines and will reimburse a traveler for supportable expenses according to three methods:

### 1. FEDERAL PER DIEM BY LOCATION

#### **Substantiation of Travel**

To claim per diem, you must provide records such as the conference itinerary to substantiate the time, place and business purpose of your travel. Visit the following Web sites for most current rates.

- Continental United States Domestic Per Diem Rates:  
<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm>
- Foreign Travel Per Diem Rates: <http://www.state.gov/m/a/als/prdm/>

### 2. ACTUAL LODGING EXPENSE PLUS PER DIEM

Per Diem to be used for food and incidentals.

### 3. ACTUAL EXPENSES WITH RECEIPTS

Original receipts for all expenses must be submitted to claim reimbursement using this method. Note: Incidental allowance rate does not apply.

A traveler must choose one of the above methods. Only one method of reimbursement may be used for the entire trip.

Independent consultants will be reimbursed only through method three; are not required to submit original receipts; and travel reimbursements will be reported at year end as income on IRS Form 1099.

#### **Standard Mileage Rate**

The maximum allowance for mileage is **44.5 cents** a mile for all business miles. Travelers shall maintain a log of travel miles, destination and business purpose.

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## TRAVEL AUTHORIZATION PROCEDURES

Prior to departure for a trip, complete the Travel Authorization Form.

- Estimate the required funds needed to be advanced.
- Secure the approval of your direct supervisor prior to submitting the form.
- Attach a requisition form to the approved Travel Authorization Form and submit to the Tower Foundation.
- The travel advance check will be available within two business days from the time the authorization is submitted.
- Once the trip is completed, a travel expense claim should be filed within 30 days.
- Travelers are responsible for complying with Tower Foundation travel policy. This policy applies to all travel expenses paid by the Tower Foundation regardless of the source of funds.