

How to Fill out the Employee Travel Authorization & Settlement Form

- 1.) Type or write in the Name of the Person Traveling
- 2.) Type or write in the Purpose of Travel
- 3.) Type or write in the Campus and Organization Name
- 4.) Type or write in the Destination

Name of Person Traveling:	
Purpose of Travel:	
Campus and Organization Name:	
Destination	

- 5.) Type or write in the Estimated departure date and time from Del Rio
- 6.) Type or write in the Estimated arrival date and time back in Del Rio

Estimated Date			
Leave		Time	
Return		Time	

- 7.) Type or write in the Number of vehicles needed in the boxes below. If taking a private vehicle, type or write in the rate per mile and total of miles(which can be found by using Google Maps)

Mode of Transportation: **Enter the Number** of vehicles needed in the box.

<input type="checkbox"/> Van	<input type="checkbox"/> Other	<input type="checkbox"/> Private	Rate:	Total Miles:

- 8.) Type or write in the full Account Code of travel:

	(Include the complete account number)
Account Code:	

- 9.) Type or write in the total amount of Meals, Registration, Lodging, Mileage, other, and grand total of all the expenses, in their respective lines.

	Estimated Expenses:
Meals	
Registration	
Lodging	
Mileage	
Other	
Total	0.00

- 10.)**Please keep in mind the per diem for the meals depends on the time they depart Del Rio and arrive back in Del Rio. To get the per diem amounts needed for meals & lodging, click on the following link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

11.) You will need to temporarily submit the purchase order(s) for every item that is listed under the estimated expense portion so that a purchase order number is assigned. You will list those assigned purchase order numbers at the very top of the form under their respective line.

Purchase Order Numbers:				
Mileage		Hotel		Transportation
Meals		Registration		Other

- 12.) You will then recall each purchase order so that none of the purchase orders have been submitted. You will need to wait until **AFTER** the Travel Authorization & Settlement Form has been approved before re-submitting the purchase orders (please electronically attach a copy of the approved Travel Authorization & Settlement Form before submitting).
- 13.) Next, get the traveler to sign their name and date the form, then get the Principal or Director to sign and date the form.
- 14.) Then, the form will need to be sent to their District Officer to approve the travel by having them sign and date the travel form.
- 15.) Once the District Officer has signed the form, their secretary will send the form and all supporting documents to the AP Travel Clerk. (A copy will be emailed to you.) The completed travel authorization form will need to be in the hands of the AP Travel Clerk at least **three (3) weeks** before the travel takes place.
- 16.) When you go back to submit all of the purchase orders relating to this travel form, please attach (in Skyward) a copy of the travel form that has all of the signatures needed. The purchase orders relating to the travel should be fully submitted and approved at least **two (2) weeks** before the travel takes place.