



SUNY COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY
TRAVEL AUTHORIZATION

NAME (Print): _____ DATE: _____

Request authorization to travel on official business on behalf of the College of Environmental Science and Forestry

From: _____ To: _____
City, State, or Country of Travel-if International City, State or Country of Travel-if International

From: _____ To: _____
Travel Start Date Travel Return Date

Method of Travel: ___ Personal Car* ___ Rental Car ___ College Car ___ Oversized Vehicle
___ Plane ___ Train ___ Bus Estimated mileage: _____

*Any travel over 100 miles using a personal vehicle must include the [trip calculator found here](#):
(without proper justification, reimbursement will be made using the most cost efficient method).

Purpose of Travel (please be specific and do not use initials for organizations):

Estimated expenses: Transportation _____ Other _____
(airfare, train, mileage, car rental) (tolls, parking, taxi, subway, bus, etc)
Registration fee: Prepaid ___ Yes ___ No Cost (if not prepaid) _____

Meals ([per diem](#)) _____ Lodging* _____ Total Estimated Expenses: _____

*If lodging exceeds [per diem](#) allowed per GSA attach the [Over the Max](#) form or provide justification here:

* NYS Account Number *Research Foundation Account Number *Other source of funding

***Note: Approval from Account Signatory for state accounts or Project Director for RF accounts is required. If the Unit Head does not have approval on the account, additional approval is required.**

SIGNATURES REQUIRED:

Traveler: _____
Traveler (*print name*) Signature of Traveler DATE

Approved: _____
Unit Head (*print name*) Signature of Unit Head DATE

Approved: _____
Print Name of Account Signatory for State Approval or Signature & date of Account Signatory for State Approval or
Project Director for RF, if different from Unit Head Project Director for RF, if different from Unit Head

Travel Authorization Form:

An approved travel authorization form must be on file in the ESF Business Office before funds can be committed for transportation arrangements or released for reimbursements. Authorizations must be signed by the traveler's Faculty Chair, Administrative Unit Head or Project Director, and Account Signatory (when applicable), and submitted prior to travel. A travel authorization is required even when the travel is being paid by a third party and/or no reimbursement is being requested by the traveler.

Why do I need a Travel Authorization?

A travel authorization is needed for several reasons:

- OSC travel rules require prior approval for all trips.
- A travel authorization is proof that you were on SUNY related business.

Do I need a Travel Authorization for every individual trip I take?

Yes and No, it all depends on the traveler:

- Yes, you need a travel authorization for any travel that takes you 35 miles or more away from your official work station and place of residence. View [determine travel status](#).
- No, if you are a frequent traveler to one location or area you may put more than one trip on a single "blanket" travel authorization. A blanket travel authorization may be issued at the discretion of the respective Faculty Chair, Administrative Unit Head or the Project Director to avoid unnecessary delay where frequent or routine travel is undertaken by an employee. The scope and duration of the blanket authorization is determined by the authorizing individual.

Why are Account Numbers needed on the Travel Authorization?

Without account numbers, we do not know which account to charge.

It is also VERY important for "Other Funding Sources" to be listed on the travel authorization. The travel authorization is a snap-shot for your entire trip, it saves a great deal of confusion between the two agencies funding your trip if the information on who is paying for what is listed all in one place - on the travel authorization!