



**TRAVEL AUTHORIZATION REQUEST**  
For all travel, including both school-funded and grant-funded

Note: You are expected to use GSA per diem rates for [CONUS](#) and [OCONUS](#) travel.

<b>1. TRAVELER</b> (first name, middle initial, last name)	<b>2. TITLE</b>	<b>3. UID#</b>
<b>4. HOME ADDRESS</b>	<b>5a. TRAVELING FROM</b> <input type="checkbox"/> HOME <input type="checkbox"/> OFFICE	<b>5b. TRAVELING TO:</b>

6. a. BRIEF DESCRIPTION OF REASON FOR TRAVEL/HOW THIS TRAVEL RELATES TO YOUR JOB ROLE  
b. NAME OF CONFERENCE YOU ARE ATTENDING (IF APPLICABLE). PLEASE SPELL OUT ANY ACRONYMS.

7. **TRANSPORTATION REQUESTED** (check all that apply)  
 Air       Rail       Bus       Rental Car       Taxi       Other (Specify) \_\_\_\_\_

**8. OFFICIAL ITINERARY**

DATE (MM/DD/YYYY) (a)	ITINERARY POINT (b)		PER DIEM RATE		TOTAL (e)	ACTUAL EXPENSE RATE (f)	
	CITY	STATE	MAXIMUM LODGING (c)	MEAL & INCIDENTAL EXPENSES (M&IE) RATE (d)			
	<b>FROM:</b>						
	<b>TO:</b>						
	<b>TO:</b>						
	<b>TO:</b>						
						YES	NO
9. IS TRAVELER MAKING ANY DEVIATIONS FROM OFFICIAL ITINERARY FOR PERSONAL CONVENIENCE (e.g. TAKING LEAVE OR USING A MODE OF TRANSPORTATION NOT FINANCIALLY ADVANTAGEOUS)? (If "yes", explain why in #15.) (Note: Deviations from the official itinerary require a comparative cost statement on the travel voucher.)						<input type="checkbox"/>	<input type="checkbox"/>
10. IS THE LOWEST PRICED PROVIDER BEING USED BETWEEN ITERARY LOCATIONS? (If no, please justify in item 15.)						<input type="checkbox"/>	<input type="checkbox"/>
11. ARE YOU SEEKING OTHER THAN COACH (first, business) OR ACELA AUTHORIZATION? (If yes, justify in item 15 how this is financially beneficial.)						<input type="checkbox"/>	<input type="checkbox"/>

12. WHAT OTHER ADDITIONAL EXPENSES BEYOND THE ABOVE DO YOU ANTICIPATE? (Further justification in item 15):

13. **ESTIMATED COST** Air/rail \$ \_\_\_\_\_ Per diem (from GSA site) \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

14. **FUNDING SOURCE**  CENTRAL  GRANTS SOURCE # \_\_\_\_\_

15. **REMARKS/JUSTIFICATION**

**16. AUTHORIZED SIGNATURES**

TRAVELER/REQUESTOR SIGNATURE	DATE
DEPARTMENT ADMINISTRATOR/CHAIR SIGNATURE	DATE
ASSOCIATE DEAN FOR ADMINISTRATION AND FINANCE SIGNATURE	DATE

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## PRIVACY ACT STATEMENT

This Travel Authorization Request Form is intended to collect data to establish an estimate of cost and subsequent authorization for each employee's travel and then compare actual travel costs against estimated amounts for budgetary planning purposes. A business need is a prerequisite for an employee to request school funded travel, therefore articulating a business rationale for the travel request is mandatory. Information may be transferred to appropriate Human Resources personnel in the event of policy violations or misrepresentation of information. There is no personal liability to you if you do not furnish the requested information; however, we shall not be able to reimburse you for your expenses should you opt to not furnish such information.

Please note that per diem rates (accessible at <https://www.gsa.gov/travel/plan-book/per-diem-rates>) apply to hotel lodging and meals and they vary by fiscal year and geographic location. Please make sure to reflect the rates as applicable for the appropriate fiscal year and location. Please note that per diem rates on travel days are reimbursed at 75%. For any questions, please reach out to the Associate Dean for Administration and Finance

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## INSTRUCTIONS FOR PREPARATION OF OFFICIAL TRAVEL AUTHORIZATION REQUEST

**Block 1.** Provide traveler's full name.

**Block 2.** Enter traveler's job title at BU SPH.

**Block 3.** Enter traveler's university ID number.

**Block 4.** Enter traveler's home address

**Block 5a.** Enter whether traveler is traveling from home or office

**Block 5b.** Enter traveler's destination indicating address as applicable.

**Block 6a.** Provide a brief description of the business rationale for wanting to engage in school funded travel.

**Block 6b.** Provide the name of the conference you are attending (if applicable) and spell out any acronyms.

**Block 7.** Check all boxes that apply with regards to the intended means of transportation.

**Block 8.** Enter all pertinent information vis-à-vis date of travel, itinerary, the allowable per diem rate (from [www.gsa.gov](http://www.gsa.gov)) for the destination location. This includes lodging and meals per diem rates. Leave the Actual Expenses box empty. This will be filled by the financial analyst after your travel is complete and your expenses have been itemized and reimbursed.

**Block 9.** Indicate whether you're making any deviations from official itinerary for the purposes of leisure or personal convenience. Please note that any overage costs may not be reimbursed.

**Block 10.** Please indicate whether you are using the lowest cost service provider. Comparative documentation (e.g. comparing bus fare vs. train fare to reach a destination) may be required.

**Block 11.** Please indicate whether you are using means of transportation that are considered "above standard" such as e.g. traveling business class vs. economy on a plane, or utilizing Acela vs. standard train service etc. Provide justification in Block 15 as applicable.

**Block 12.** List any additional expenses (e.g. incidentals) you anticipate. If you intend to provide a more detailed explanation, beyond a simple list, please utilize the space on block 15 to do so.

**Block 13.** Indicate the dollar amounts for each section (air/rail, per diem which combines hotel and meals, other and then calculate total).

**Block 14.** Indicate whether the funding source is central (i.e. school funded) or external (i.e. grant funded) and provide source number.

**Blocks 15.** Provide any remarks/justification as related to other blocks noted above.

**Block 16.** Provide/obtain all necessary signatures to include yours as the traveler, your department's director of administration or chair's signature and finally forward to the Associate Dean for Administration and Finance for final signature. Indicate date of approval congruent with each signature. Once all approvals are obtained you will be advised from the appropriate personnel in Finance and Administration that your travel authorization is provided. A copy of the signed document with all signatures will be issued to you and a copy will be retained with Finance and Administration for further processing when final expenses are entered into the system. Thank you.

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