



*Submitted Date

Department Control Number (Not Recorded in FINET)

For questions, call (385) 214-7352
 or email: Travel@utah.gov

*Form Control Number

*Department Name

Note: Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.

TO: Director of Department

*Division

*Required Fields

REQUEST FOR IN STATE TRAVEL AUTHORIZATION

1. Traveler *Employee Number: *Name:
 Non-State *Dept / Unit: Title:

2. Destination of Travel Hotel
 Is this the conference hotel or meeting location? Yes No

3. Date Leaving Time Leaving Home Base
(MM/DD/YYYY) (HH:MM am/pm)
 Date Returning Time Arriving at Home Base
(MM/DD/YYYY) (HH:MM am/pm)

Important: Car rentals are not allowed when you are staying in a conference hotel or if your business meetings will be held at this hotel. If you need a rental vehicle, please note the purpose in the comments section of this form.

4. Inclusive Dates of Convention or Meeting attended, or Tour of Duty: from: to:
(MM/DD/YYYY) (MM/DD/YYYY)

5. Mode of Transportation

Airplane (commercial)
 Airplane (state-owned)
 Private Auto
(Attach Air Fare/Mileage comparison from State Travel Office.)

State-Owned Auto
 Other (specify)

Estimated Costs:

Transportation
 Car Rental (Attach Justification)
 Buses , Taxis & Other
 Lodging Per Diem Allowance:
Total Nights @ Amount

X

Meals
 Registration Fee Subtotal

Less meals provided
 Less lodging provided Net Expenses

Is a travel advance requested? Yes No

90% of Meals & Incidentals

Amount Advanced

Fund	Dept	Unit	Approp	Activity	Func	Object	Program	Phase	Amount

6. Purpose of Travel/Comments: (Attach Copy of Convention or Meeting Agenda)

*Traveler's Signature

*Department / Department Budget Officer Name _____
*Department / Department Budget Officer Signature

*Division Director or Authorized Agent Name _____
*Division Director or Authorized Agent Signature
(Can be the same as B&A Officer or Authorized Agent)

Department Head or Authorized Agent Name _____
Department Head or Authorized Agent Approval

Executive Directors who report to the Governor must have all travel approved by the Governor's Chief of Staff or designee. Executive directors who do not report to the Governor must have their deputy or budget officer sign for department approval.

Chief of Staff Signature