

Travel Authorization Request System Overview

Purpose – used to initiate Domestic and International travel request for Faculty, Staff and Students prior to your travel dates.

- You will primarily refer to the Expense Requests to make new requests and/or My Requests to track a request or copy a prior request. Ignore all other sections on home page.
- URL: <https://utdirect.utexas.edu/apps/services/requests/>
- **Two options to make a request:** 1) create a new request or 2) copy a prior request from your history

****Please consult [Texas Global](#) for additional forms and information as it relates to International Travel****

- Refer to the Physics Travel Processes website for additional guidance: [link](#)

EXPENSE REQUESTS

Entertainment Payment Request	Create
Payment Request	Create
Purchase Request	Create
Travel Authorization Request	Create
Travel Reimbursement Request	Create

How do I submit a NEW request?

- Select “Create” under *Travel Authorization Request* which will take you to the *Travel Authorization Request* page (screen shots below)
- Each request will be assigned a unique Request ID (**REQ99XXXX**) for tracking progress and viewing in the My Request section. Please keep track of this number for future reference
- Refer to the “?” in each section header for helpful hints

Travel Request Screen – Attachments

- Use “Add Attachment” button to upload quotes, PI approvals if submitting on behalf of, your Itinerary, Reservation and Registration Information. If traveling internationally, upload the completed/approved travel forms and the Export Control form. Upload one item at a time.

Attachments ? [Add Attachment](#)

Attach a File ? * Indicates a required field. X

* Select File [Browse](#) Files cannot be larger than 100 MB.

* Category

- ✓
- Approval
- Itinerary
- Reservation
- Registration Information
- Other

Description

I certify that the attached files I have scanned or photographed are complete copies of the original documentation. I acknowledge that I must be able to produce the original documentation until the request is fulfilled or payment is received.

[Close](#) [Upload File](#)

Travel Request Screen – Request/Travel Information

Fill in the “Request Information”

- “Requester UT EID”: This should be the EID of the person filling out the form/submitting the request
- Description/Purpose of trip must be filled in: destinations and if travel is related to a specific project.

Under “Traveler Information”

- “Traveler UT EID” is the EID of the person actually travelling. **Please note that UT will not reimburse you for personal travel or the travel of your spouse.**
- **ALL** pertinent contact information for the traveler should be put in the appropriate field
 1. Full legal name
 2. UT EID
 3. Email address
 4. Personal and work phone numbers
 5. Driver License information
 6. Date of Birth of all travelers
- Faculty Travel Grant – in most cases this will be “No”. If you select “Yes” as shown below it will give you a link to the website so you can apply if you do not already have one awarded.

The screenshot displays the 'Request Information' and 'Traveler Information' sections of a travel request form. The 'Request Information' section includes fields for 'Requester UT EID' (bdj726), 'Description' (Travel to Boston for Conference), and 'Request Notes'. The 'Traveler Information' section includes fields for 'Traveler UT EID' (bdj726) and 'Traveler Name' (BRANT Jangard), along with a 'Traveler's Contact Information' field containing a list of required information. At the bottom, there is a radio button selection for 'Will a Faculty Travel Grant be used to pay for part or all of the travel?' with 'No' selected.

Request Information

* Requester UT EID: bdj726 BRANT Jangard (bdj726)

* Description: Travel to Boston for Conference
31 characters used out of 150

Request Notes: 0 characters used out of 1000

Traveler Information

* Traveler Information: Traveler UT EID: bdj726 Traveler Name: BRANT Jangard (bdj726)

Traveler's Contact Information: **PLEASE NOTE - ALL ARE REQUIRED
1) Full Legal Name
2) UT EID
3) Email Address
4) Personal & work phone numbers
5) Driver License information
6) Date of Birth of all travelers
176 characters used out of 1000

Will a Faculty Travel Grant be used to pay for part or all of the travel?
 Yes
 No

Travel Request Screen – Travel Information

The “Travel Information” section is used to enter details about the purpose of travel, the benefit to the university, and the disposition of the traveler’s duties.

- **Purpose of Travel!**: Use the drop-down box to select the reason for travel that best suits your travel needs. If “Other” is selected, further clarification will be needed in the “Purpose Comments” section below.
- **Benefit(s) to UT**: Select your reasoning from the drop down that most closely matches how you will be contributing to UT’s benefit.
- **Disposition of Duties**: If any UT classes/work will be missed please indicate how these duties will be handled by classmates/coworkers. If “No classes missed” is selected please skip to the next section. If any other selections are made please list the name(s) of your colleagues who will be assisting in your absence.

Travel Information

* Purpose(s) of Travel

* Conference/Meeting Name(s), Paper Title(s), or URL(s)

Purpose Comments *Include name of sponsoring organization.*

* Benefit(s) to UT

Benefit to UT Comments

* Disposition of Duties

Disposition of Duties Comments

Travel Request Screen – Destination Information

- The **Destination Information** section is used to enter travel begin and end dates. Use *Add Destination* to add all points of travel. UT defines a destination as any location you will be traveling that does not qualify as a “lay over” or “pass through” area. For example, if you were driving from Austin to Dallas, inputting Waco would not be necessary.
- If you have any personal dates of travel, please include these below in the *Travel Notes* section. UT does not reimburse for personal travel.
- The **Additional Information** section includes questions that pertain to the travel destination and whether or not students will accompany the traveler.
 - If **Yes** is selected for any of the questions, additional fields display information on the screen prompting the user to provide further information or contact a specific department.
- **Additional Information**
 - Washington D.C. Travel: If selecting “Yes” you will need to supply a purpose to the visit as well as identify who (name of individual) you are meeting/working with as well as their organization affiliation.
 - International Travel: Please select this option if you are leaving the United States or its territories. When you select “Yes” it will prompt you to complete the International SOS Assistance Abroad application which is mandatory for international travel. The only exceptions to not filling out this form is if you book your travel arrangements through Anthony Travel/Concur (the UT travel management system) in which case you will be automatically entered.
 - Will student(s) accompany traveler: If you are a student or students are accompanying you on your trip please select “yes” to this option. It will give you resources for Student Travel restrictions at UT.

Destination Information ?

* Begin Date of Travel

* End Date of Travel

* Destination(s) *Include destinations and overnight cities.
Enter city, state/county or a destination code.*

City, State/Country	Destination Code
<input type="text" value="BOSTON, MA"/>	<input type="text" value="MABOS"/>

Additional Information ?

* Washington, D.C. Travel? Yes
 No

* International Travel? Yes
 No

* Will student(s) accompany traveler? Yes
 No

Travel Request Screen – Account Information

The Account Information section includes questions that pertain to how the travel is to be funded:

- **Third Party Reimbursement:** Select yes if a third party, non-UT account is paying for some or part of your travel.
 - If yes, a UT account number and name of the third party must be provided.
 - If "No" then this would qualify as a "No Cost RTA"
- **Will a UT Account be used for Travel:** If UT is going to pay for any part of your travel expenses please select "yes". Even if you book through Anthony Travel/Concur and are not expecting a direct reimbursement please select "yes". If an outside entity is going to pay for your total trip expenses or you are not expecting to be reimbursed for this travel please select "No".
- **Department Codes: Always select NO.**
- **UT Account Information:** This section is used to input a UT account number to be utilized for reimbursement. Please submit an estimated cost of your trip including meals, lodging, airfare/transportation, conference registration fees or any other expenses you are expecting including taxes and fees. The "Account Description" field is the name of the account being used. Lastly, input the 10-digit account number (includes sub-account) that was provided by the professor/admin for this travel.
- **Expenditure Breakdown:** ****Optional Field**** You can use this option to break down where you expect to incur any expenses.

Account Information

Will a third party reimburse UT for the travel? (corporation, another university, etc.) Yes No

Will a UT account be used for travel? Yes No cost to UT

Enter department codes? Yes No

UT Account Information (if known) *State and local accounts have different allowed maximums. If you think your per diem may go over the state maximum, provide a local account to cover the difference.*

Estimated Cost	Account Description	Account Number
<input type="text"/>	Faculty Travel Grant Acco	30-0006-6051
<input type="text"/>	<input type="text"/>	<input type="text"/>

Expenditure Breakdown The traveler wants to list an expenditure breakdown.

Meals	<input type="text" value="450.00"/>
Lodging	<input type="text" value="600.00"/>
Transportation	<input type="text" value="1000.00"/>
Other	<input type="text" value="250.00"/>
Total	2300.00

Travel Request Screen – Traveler Assistance Information

- Traveler Assistance Information: Please check the box if you require assistance in booking travel, lodging, rental cars, etc. Doing this will initiate an email to the requester (not traveler) of this RTA with instructions for booking travel through the University. It is recommended all travelers book travel through this method and it will directly bill the department for these expenses causing no need for direct reimbursement. Please select this option if you do not have the means to finance a trip up front.

Traveler Assistance Information

Need assistance The traveler needs assistance with booking travel arrangements or conference registration.

The traveler needs assistance with booking:

- Lodging
- Airfare
- Rental car
- Conference registration
- Ground transportation
- Travel restrictions / requirements
- Other

Travel Notes Include the following information in the field below.

- preferred hotel and hotel club membership number
- traveler's name as listed on government-issued identification used for travel
- traveler's date of birth and gender (required by Homeland Security to book airfare)
- if traveling internationally: passport number, expiration date, and country of issue
- preferred airline, travel times, connecting airports and frequent flyer membership number
- traveler's contact phone number in case of schedule change, flight cancellation

Hilton Doubletree Member #629939378
Christopher Allen Carpenter
Male, DOB 8/27/1992, Passport # JT1238976

105 characters used out of 1000

Travel Request Screen – Step 3: Assign the request

- Select the drop-down menu in “Assign to” and select “Group”.
 - Select PY TRAVEL (00125) in the “Assign to” field. **Do not** select EID.
 - If you are creating a request for someone other than yourself and need them to review before sending it to the Physics Group, select EID and enter in their UT EID. This will route to them and they can submit the request if necessary.
- Assignment Note field, can be used to state urgency or any other notes you want the approver to be aware of including requesting a meeting if you have more info to share and prefer a 1x1.

The screenshot shows the 'Assign' tab of a travel request form. At the top, there are tabs for 'Request', 'History', 'Assign', and 'Finalize'. Below the tabs, a note states '* Indicates a required field.' The main section is titled 'Choose Assignee' with a help icon. It contains three fields: 'Assign to' is a dropdown menu currently showing 'Group'; 'Assign to Group' is a text input field containing '00125' with a circular icon and the text 'PHY TRAVEL (00125)' to its right; and 'Assignment Note' is a large empty text area with a character count at the bottom indicating '0 characters used out of 1000'.

Summary of Request

- After you Assign your request, you will see a summary of your submission. On the “Home Screen” of the individual Purchase Request you can select History and view all of the changes of that document. Good for tracking purposes.
- Please note: the RTA Number field will populate with that information once the travel document is approved. The “Finalized” status in this request means that it has been completed here and carried over to another system for approval.

The screenshot displays the 'Summary of Request' page for a 'Travel Authorization Request'. It features two tabs: 'Request' (selected) and 'History'. The main content area is divided into several sections. The first section is a metadata table with the following data:

Request ID	REQ99VLJN	Created By	BRANT Jangard (bdj726)
Request Type	Travel Authorization Request Form	Created On	Sept. 15, 2021, 10:12 a.m.
Status	Finalized	Last Updated By	BRANT Jangard (bdj726)
Requester	BRANT Jangard (bdj726)	Last Updated On	Sept. 15, 2021, 10:16 a.m.
Description	TEST TEST TEST TEST TEST - TO BE DELETED LATER		
Request Notes			

Below this table is an 'Attachments' section with a help icon and the message 'No attachments have been uploaded.' At the bottom, there is a 'Request Information' section with a blue 'Copy' button. This section contains the following information:

Document ID	80VE5992950
RTA Number	

Request Home Screen

- **My Requests Inbox**
 - If the purchaser sends the request back to you for edits, you will see it there, see screen shot below. You select the Request ID number and to see the full list of items, select the link in the section
- **My Requests**
 - This section captures **your** history of requests.

MY REQUESTS INBOX			
Requests that require action by me			
Request ID	Description	Request Type	Creator
REQ99ZZGB	Test	Travel Authorization Request	Christopher A Carpenter (cac7742)
REQ990DR4		Travel Authorization Request	Virginia Oviedo (vo736)

To view complete information, click [here](#).

Planning a similar trip?

- Navigate to **My Requests** section and search your prior requests. Select it and copy to initiate a new request.

MY REQUESTS			
Requests created by me or for me			
Request ID	Description	Request Type	Status
REQ990DR4		Travel Authorization Request	Created
REQ99WRLL	Silver plated copper wire from Accu Glass	Purchase Request	In Progress
REQ999LQJ	NACUBO F&A Long Form	Travel Authorization Request	Finalized