



STUDENT TEAM COMPETITION TRAVEL AUTHORIZATION

TODAY'S DATE: _____

Name of Competition:	Name and contact information (phone #, email) of Person completing form:
Dates of Competition:	
Destination City:	

Traveler Information:

	Full Legal Name (including full Middle name)	Birthdate:	E-Mail Address:
Faculty Advisor:		<i>not needed</i>	<i>not needed</i>
Student:			
Student:			
Student:			
Student:			
Student:			
Student:			
Student:			
Student:			

Please attach all information related to the competition, including dates, location, hotel, meals provided, etc.

Date	Expense	Estimated Amount
	Registration (attach forms if not already registered):	
	Travel to DIA (attach listing of who is driving along with their License Plate Number and who is riding with who):	
	Airfare (attach complete itinerary showing dates, times and flight numbers):	
	Lodging (attach hotel information including any information showing codes for group blocks for discount pricing):	
	Ground Transportation in destination city:	
	Meals not provided by hotel or competition (attach listing):	
	OTHER ANTICIPATED EXPENSES: LIST BELOW	
Total		\$0.00

Routing: Submit this request to the Assoc Dean Bridgeman for approval. Once approved, the Business Office notify you of approval and will begin to make reservations.

Reimbursements: Each traveler is responsible for seeking their own reimbursements within **ONE WEEK** of completion of trip. They will need to visit the Business Office and turn in their receipts for the reimbursement process to begin. Original itemized receipts for all amounts for which the traveler seeks to be reimbursed are required. These can include lodging, taxi, airfare, rental car, fuel, toll road, parking (shuttle lot rate), etc. UW will reimburse up to \$15 without receipts. E-470 toll road no longer has receipts, so you can be reimbursed that amount without the receipt. Anything over \$15 must have an itemized receipt to be reimbursed.

Deadlines: Travel expense voucher **must be** turned in to the Accounts Payable Office within sixty (60) days of completed travel. There are **NO** exceptions. A/P will deny the reimbursement & we can not appeal. It is helpful to get your reimbursement request to the business office as soon as possible so that this 60 day deadline can be met.

Meals will be reimbursed using the standard \$10.00 per meal rate. There is no need to keep meal receipts (for reimbursement). Meals are reimbursed based on the days you are traveling on official business, the time of day you depart and arrive back in Laramie, and to the extent meals were not provided during your travels.

Mileage is reimbursed at the standard \$0.30/mile rate. The university uses the "MapQuest" mileage for reimbursement. A normal trip to DIA is 300 miles round-trip.

The deans can, at their discretion, impose reimbursement limits regardless of expenditures incurred.

I Hereby Authorize the Above Travel
Associate Dean/Dean _____ _____ Date