



## Travel Processes

In order to improve efficiency, the following instructions will assist you in submitting your UA Travel Authorizations and Travel Reimbursements to the School of Anthropology Business Office. The **Travel Authorization Form** is a UA form to authorize travel, provide traveler and trip information and details.

The **SOA Travel Supplemental Form (for Faculty only)** provides additional information needed by the Admin Office. The information requested on this form is the same as our old internal form, Faculty Travel Request. This online form is located here:

<https://anthropology.arizona.edu/content/travel>

Please follow all instructions and provide all required information. Incomplete forms cannot be processed and will be returned to you.

### TRAVEL AUTHORIZATION FORM

- Domestic travel authorizations are required **at least two business weeks prior to your departure date**.
- International travel authorizations are required **30 calendar days prior to your departure date**.
- Go to <https://anthropology.arizona.edu/content/travel> and scroll down to the section for either Domestic or International Travel. Click on the “**Travel Authorization Form**” link.
- The form is a fillable PDF document and you can save/print as a PDF the completed document to your computer and email it to the Business Center.
- Always use a new form for every travel request as a form number and time stamp are created. If you save the form to your computer and use it over and over it will be rejected by the UA Travel Office and you will have to start the entire process over.

### INSTRUCTIONS:

#### TRAVELER & DEPARTMENT INFORMATION SECTION

- The Department No. is 0410 for Anthropology or 0414 for BARA.
- Your employee ID is available at UAccess (<http://uaccess.arizona.edu/>)
  - Click on Employee/Manager Self Service
  - Use your UA NetID and Password to login
  - Click on Self Service > Payroll and Compensation tile
  - Click on your most recent paycheck. The employee ID is located in the box to the right of your name

#### TRAVEL DETAIL SECTION

- Please fill out all spaces and provide the complete information pertinent to your trip.
- For the funding source, enter the financials account number or project name.

## EXCEPTIONS SECTION

- Check the items that pertain to this trip and for each item checked provide the justification in the space provided.
- If you are reserving a Motor Pool vehicle, mark the space for State-owned and include the passenger list as an attached memo. Include all passenger names and their affiliation to the University: faculty, staff, student, or volunteer.

## INTERNATIONAL TRAVEL SECTION

- International Travel: Follow the instructions via the link on the Travel Auth form and provide the registry number in this section.

## TRAVEL AUTHORIZATION AND FUNDING APPROVAL

- Type: Christine Duddleston as the Authorized Department Approver.

## TRAVEL ADVANCES SECTION (Optional)

- While the Travel Authorization Form is required – requesting a Travel Advance is optional. It requires a 2-week notice and must be at least \$250.
- Check with SOA Business Center for info on how we can pre-pay some of your travel expenses. **We need at least one (1) business week to pre-pay expenses**
- ***Unemployed students/staff/faculty cannot receive travel advances***
- Only fill in the Amount and Date required and sign/date under Payee Signature.

## SUBMISSION

- Email the completed Travel Authorization as an attachment to [anthbiz@list.arizona.edu](mailto:anthbiz@list.arizona.edu).
- Visit or email the School of Anthropology Business Center if you need help

## TRAVEL EXPENSE REPORT

- Go to <https://anthropology.arizona.edu/content/business-center>
- Click on “**SOA Travel Expense Report**”. This is a fillable excel spreadsheet.
- Instructions for this spreadsheet can be found in the link “**How To Here!**” right below the SOA travel expense report form
- Email the completed spreadsheet to [anthbiz@list.arizona.edu](mailto:anthbiz@list.arizona.edu)
- Bring original, detailed receipts to the Business Center in Haury 223
- One of our staff will reach out to you when your reimbursement is ready for submission. Please allow two (2) business days for processing.

## IMPORTANT RECEIPT NOTES

- All receipts (Lodging, car rental, etc) must be itemized and show zero balances (see the “**Receipt Examples**” link on the SOA Business Travel webpage)
- Receipts older than 90 calendar days will be considered taxable income