

**Travel Authorization Information Summary**

Name \_\_\_\_\_

Employee ID or Net ID \_\_\_\_\_

Dates of Travel:      Departure \_\_\_\_\_                      Return \_\_\_\_\_

                                 Leave from \_\_\_\_\_                      Return from \_\_\_\_\_

Destination \_\_\_\_\_

Business Purpose \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

Designated Lodging? (yes/no) \_\_\_\_\_

Travel Advance, if needed (\$) \* \_\_\_\_\_

If foreign travel, please complete the UA Int'l Travel Registry at, <https://travel.arizona.edu>,  
and reference the 5-digit number of your registry here:

\_\_\_\_\_

\*You would receive an email prompting you for your signature, if requesting a travel advance.