UNIVERSITY of ROCHESTER

Form F-2 Revised 11/2014 **REQUEST for ADVANCE TRAVEL TICKETS** This form must be used to request advance air or rail travel expenses to be charged to a University account.

Traveler's Name:	Email address:					
Employee, enter EMPLOYEE ID#:					Phone:	
	ployee and st I below. Non	tudent aii -employe	fare are b es and st	illed di udents	rectly to the FAO and are not required to be	ook 30 days in
Authorizing Official (print):			Title			
Signature:	Date:					
I am requesting that the University provide me Departure Date:					vations and tickets	
Business Purpose: FAO to be charged: SC Questions regarding the account being cl				Nar	me:	
Is a grant or sponsored account being charged	l? [No		Yes,	note some restrictio	ons may apply
This travel ticket advance is made to me in connect to the University until its use is adequately account 15 days after completion of travel. If adequate account travel (dates as indicated above), the advance will department account will be charged.DepartmentEmploy	ed for by a Tr ounting for th	avel & C is advand	onference ce is not n as an une	Expernade w	nse Report (F-3) which ithin 60 days after the ented business exper	h I will file no later than completion of the se, and the
Department Employ	vee s little		спрюу	ee 5 3	Signature [Date
Traveler's Supervisor (print) Title			Signatu		[Date

Criteria for Use of University Business Travel Account Advance Ticketing

1) Travel being charged to a University account number must be in accordance with the University's Travel policy.

2) Travel charged to a University account using the advance ticketing must additionally meet one of two criteria:

a) The traveler is not a University employee, and the University has pre-approved the payment of the travel (as documented by the additional Dean/Director/Department head approval).

b) The traveler is a University employee requesting ticket issuance 30 days or more in advance of departure.

3) This form should never be used for personal travel.

4) The form must be submitted to the authorized travel agency within 24 hours of ordering tickets.

Additional guidelines/information:

A) A copy of this form should be kept for reference in completing a Travel and Conference Expense Report (F-3).

B) If the traveler is not a UR employee, the airline ticket will be directly charged to the ledger account provided.

C) When completing the Travel & Conference Expense Report (F-3), the actual amount of the advanced ticket (including all ticket fees) used on business must be included in the "Air, Rail, Bus Fare" amount to record the expenditure. In addition, this amount must be listed in the Total Advances amount and be deducted from total expenses in order to determine Amount due Employee.