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: ___________________________

☐ Non-Employee, approval required. Tickets are being requested by: ___________________________

☐ Student  ☐ NAP

If Traveler is not a UR Employee (Approval of Dean, Director or Dept Head):

Authorizing Official (print): ___________________________  Title: ___________________________

Signature: ___________________________  Date: ___________________________

I am requesting that the University provide me: □ Air or □ Rail reservations and tickets as follows:

Departure Date: ___________________________  Return Date: ___________________________

Destination (City, State): ___________________________

Business Purpose: ___________________________

FAO to be charged:

☐ SC ___________________________  Name: ___________________________

Questions regarding the account being charged should be directed to: ___________________________

Phone: ___________________________

Is a grant or sponsored account being charged? □ No  □ Yes, note some restrictions may apply

This travel ticket advance is made to me in connection with University business. I acknowledge that it constitutes a debt on my part to the University until its use is adequately accounted for by a Travel & Conference Expense Report (F-3) which I will file no later than 15 days after completion of travel. If adequate accounting for this advance is not made within 60 days after the completion of the travel (dates as indicated above), the advance will be reported to the IRS as an undocumented business expense, and the department account will be charged.

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.