UNIVERSITY of ROCHESTER

REQUEST for ADVANCE TRAVEL TICKETS Form E-2 Revised 02/2015

This form must be used to request adv	ance air or rai	il travel e	xpenses	to be	charç	ged to a Univers	sity account.
Traveler's Name:		Email address:					
Employee, enter EMPLOYE	E ID#:					Phone:	
Non-Employee, approval re-	Non-employee	and stud	ent airfare	e are bi	illed d) and Spend Category I to book 30 days in
If Traveler is not a UR Employee (A	Approval of De	ean, Dire	ctor or D	ept He	ad):		
Authorizing Official (print):				Title:			
Signature:				Date:			
I am requesting that the University pro Departure Date: Destination (City, State): Business Purpose:			Ret	turn D	ate:	rvations and tick	
CM Ledger Acct SC FAO] Na	me:	
Questions regarding the account Is a grant or sponsored account being This travel ticket advance is made to me in to the University until its use is adequately 15 days after completion of travel. If adeq travel (dates as indicated above), the adva department account will be charged.	charged? n connection wit accounted for l uate accounting	th Univers by a Trave g for this a	No No No No No No No No No No No No No N	ess. I a erence s not m	Yes, acknov Exper ade w	note some rest wledge that it con nse Report (F-3) vithin 60 days afte	which I will file no later than er the completion of the
Department	Employee's	Title	En	ıploye	e's €	Signature	Date
Traveler's Supervisor (print)	Title		Się	gnatur	re		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.