



Illisagvik College Travel Authorization Form



TA #:		Mailing Address:			
Legal Full Name (Traveler):					Purpose of Travel
DOB:		Gender:			Instruction Details Name of conference, meeting, etc.
Department:		Grant Funded:	Yes <input type="radio"/>	No <input type="radio"/>	
Account Code:		Phone:			
Airline Mileage #:		Email:			
Seat preference (Window/Aisle):		Aisle	Known Traveler No.		
Airline Information					
Dates	Depart/Time	Arrive/Time	Airline & Flight #	Amount	
Hotel Information					
Location	Name	Check in	Check out	Amount	
Car Rental Information					
Location	Company	Out	Return	Amount	
Estimated Costs and Confirmation Numbers					
Airfare:		Airline Confirmation(s):			
Hotel:		Hotel Confirmation(s):			
Car Rental:		Car Rental Confirmation(s):			
Per Diem:	\$ 0.00	Conference Confirmation(s):			
Regist/Fees:		Other Confirmation Number(s):			
Other:		Personal Contribution (Yes/No):	No		
Total:	\$ 0.00	Personal Contribution Explanation:			
Traveler Signature				Date	
Department Head Signature				Date	
Grant Project Director & Administrator				Date	
Chief Financial Officer				Date	
President Signature (Out of State or over \$2500)				Date	
If travel is less than three weeks: <input type="radio"/> Approved <input type="radio"/> Not Approved				Provide justification here; add additional sheet if needed	
Trip Closeout (To be completed upon return)					
Travel Reimbursements:*		* All receipts and/or documentation must be attached.			
Hotel		Employee Signature _____			
Taxi		Dept. Head Signature _____			
Other		Grants Office _____			
Expenses		Chief Financial Officer _____			
Total	\$ 0.00				
*If traveler owes money to Illisagvik, please settle with the Business Office prior to reimbursement.					

Per Diem Calculation: (\$25/meal in Alaska) (\$17/meal out-of-state) (0 for supported on-slope) Per Diem starts from the time you board the plane.

Date								
12:00 to 7:59 AM								
8:00-3:59 PM								
4:00-11:59 PM								
Total Per Diem	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Date								
12:00 to 7:59 AM								
8:00-3:59 PM								
4:00-11:59 PM								
Total Per Diem	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Date								
12:00 to 7:59 AM								
8:00-3:59 PM								
4:00-11:59 PM								
Total Per Diem	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Clear Form

*This button will clear BOTH pages: the TA and Per Diem Calculator.
Do not press unless you are comfortable with starting your TA over.*