

USC 

GENERAL ACCOUNTING INTRANET

UNIVERSITY OF SOUTH CAROLINA

MAIN QUICKFORMS: LIST NEW FORM IMPORT OPTIONS

TA - Travel Authorization

Travel Autorizations are used to authorize travel

- Use SAVE button to save entry as-is in order to complete later
- Also use SAVE after you have filled in all of the destinations, travelers, and/or accounts to allow even more destinations, travelers, and/or accounts.
- This screen is an entry screen, when complete click submit at the bottom of the page, then print that screen as your TA.
- Until SAVE or SUBMIT is clicked, your work is not saved!
- **Object code will be assigned automatically**
- On Blanket TAs for Destination City key in:
IN STATE [anywhere in SC], OUT OF STATE [outside of SC], ANY STATE [both IN and OUT of STATE].
Note: Using these terms, you will not be required to select a state. Also blanket TAs do not extend to Foreign Travel.
- Local Transportation, is the transportation while at your destination, and includes: bus, taxi, subway, shuttle, car rental... and tolls.

TRACKING #:

Login is not required, but provides benefits. [Click here to login](#)PREPARER LAST NAME: FIRST NAME: PREPARER DEPARTMENT: PHONE: PREPARER EMAIL: TRAVEL AS: DOMESTIC TRAVEL FOREIGN TRAVEL

*Domestic Includes US Territories and Canada

TRAVELER NAME
VIP ID
ADDITIONAL TRAVELER NAMES

VIP ID

TRAVEL FROM: / / TO: / / To attend and present at the Industrial Advisory Board Meeting at the
University of MichiganTRAVEL PURPOSE:

*Must be more specific than University business-DETAILS REQUIRED

DESTINATION CITY

STATE/TERRITORY OR PROVINCE

METHOD OF TRAVEL:

PLANE STATE VEHICLE PERSONAL VEHICLE RENTAL VEHICLE

OTHER:

ESTIMATED COSTS:

TRANSPORTATION (NOT INCLUDING STATE VEHICLE)

MEALS & LODGING

OTHER: <input type="text" value="Airport Parking, Taxis, Registration, rental car"/>	400.00		
<input checked="" type="checkbox"/> REGISTRATION <input type="checkbox"/> INTERNET <input type="checkbox"/> PHONE <input checked="" type="checkbox"/> PARKING <input checked="" type="checkbox"/> LOCAL TRANSPORTATION	1800.00		
TOTAL ESTIMATED COST			
DEPT	FUND	ANALYTICAL	AMOUNT
<input type="text" value="13020"/>	<input type="text" value="A000"/>	<input type="text"/>	<input type="text" value="1800.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL SOURCE OF FUNDS		1800.00	

Send a confirmation email with a link to this entry.

Save For Later

Submit Form

All blanket Travel Authorizations are required to have an estimated total dollar amount by purpose for the entire travel period. Please refer to Travel Policy BUSF 1.00 II. B.

ONLY IF APPLICABLE: LEAVE BLANK IF UNSURE

SUPERSEDES TA:

PRECOMMITMENT:

[RETURN TO TOP](#)

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