



TA - Travel Authorization

Travel Authorizations 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 OR ☐ FOREIGN TRAVEL
***Domestic Includes US Territories and Canada**

TRAVELER NAME

VIP ID

ADDITIONAL TRAVELER NAMES

VIP ID

TRAVEL FROM: / / TO: / /

TRAVEL 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

PRECOMMITMENT: _____