



# Travel 5 H T X H V W Form

Please turn in this form at least 2 weeks before travel occurs

Traveler's FULL Name: \_\_\_\_\_

Date Requested: \_\_\_\_\_

UA ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

AK Airline Mileage # \_\_\_\_\_

Seating Preference: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

(Please attach agenda)

Dates of travel: \_\_\_\_\_ TO \_\_\_\_\_

Date/Time of meetings: \_\_\_\_\_ TO \_\_\_\_\_

Personal Dates: \_\_\_\_\_

Destination: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Preferred departure/arrival flights/#'s: \_\_\_\_\_

– if allowable

Any other expenses: \_\_\_\_\_

Please enter justification if necessary:

## DURING TRAVEL

- Check with your travel coordinator regarding the maximum lodging allowance for your destination; this information can also be found at:  
[http://www.uaf.edu/files/finserv/finance-accounting/travel/Per\\_Diem.pdf](http://www.uaf.edu/files/finserv/finance-accounting/travel/Per_Diem.pdf)
- UAF travel regulations allow the rental of up to a full size car unless business justification is provided/authorized for a larger class
- Save all receipts for lodging, car rental or other ground transportation/taxi, airport parking, gas receipts
- Per diem covers your meals, so there is no need to save meal/food receipts unless you want to claim actual expenses up to the per diem allotment
- Save any other receipts related to business (i.e. registration fees, tolls, airline change fee if needed for UAF business, etc.)

## POST TRAVEL

***\*\*All receipts must be turned in within 10 business days following travel completion\*\****

Please send all original receipts of the following:

1. Airfare receipts
2. Transportation receipts – showing paid
3. Hotel receipt showing a zero balance
4. Any other receipts applicable to travel
5. Itinerary and/or agenda for meetings attended
6. Please notate any meals provided or provide business justification for not participating in provided meal(s)
7. Please note business reason for any flight changes

Please upload receipts to your report via Concur Mobile's Expenselt app or email to [receipts@concur.com](mailto:receipts@concur.com) or email to:

CRCD Shared Travel Services

Email: [receipts@concur.com](mailto:receipts@concur.com) or [UAF-CRCD-Travel@alaska.edu](mailto:UAF-CRCD-Travel@alaska.edu)

Please contact Amanda Lash: [alash2@alaska.edu](mailto:alash2@alaska.edu) with any policy questions.

Ph: 907-474-6417 or 474-7143 Fax 907-474-5824