

Procedures for completing Request for Travel Authorization Form

Purpose

- This form is to be used for permission to travel on University business. All travelers must have this form prepared in advance of travel in order to be reimbursed for travel expenses.

Obtaining Form

- Download the [Request for Travel Authorization Form](#) (xls). When prompted to "open" or "save to disk" save to either C: or an external hard drive. It is recommended you make a new folder named "Travel Forms" to save your forms in one place. This will allow you to easily retrieve your form and save the form to use as needed. Open Excel and open the saved form. When you open the database you will get a message concerning macros. Choose the button labeled "enable macros".

Data Entry

(use your tab key to move from cell to cell)

- **Traveler's Information** - name of traveler, title, department name, department address, and phone number.
- **Purpose of trip** - enter the name of the conference or a description of the purpose of the trip.
- **Method of travel** - enter an "X" in one block. This piece generates the state car form as well as formulas for mileage rates. If "other" you may type a brief explanation in the box below "other".
- **Longwood Employee** - enter "Y" or "N"
- **Reason for travel** - mark one box with an "X". If "other" is checked a brief explanation may be entered in the box below "other".
- **Passengers** - list names of other travelers
- **Destination** - please fill in your place of departure and date, your destination and date, and your return and date. There is space for multiple points of travel.
- **Car Rental** - fill in company name, number of days, rate, and beginning and ending date.
- **Private/State Vehicle** - fill in only number of miles. The cost will automatically calculate based on the box you marked under item C.
- **Reserving State Vehicle** - if reserving State vehicle enter time needed and expected return time. This will print on attachment 2b that goes to the transportation office.
- **Public Transportation** - list here any public transportation such as air, rail or bus and the cost.
- **Lodging** - enter date, the name of the hotel, number of days and rate. If lodging justification is needed enter a reason. Enter the "standard rate" for the area you are traveling. Mark single or double room. If excess lodging exception is requested then form 2c will print. What shows on the data entry piece of your form may differ from what prints due to the amount of excess lodging verified by the formulas. Signature of the original form gives approval only of the excess printed on the form.

- **Meals** - list amount of per diem and number of days if applicable. There is also a space to enter any meals provided and a space for team meals(students/other). If this space is used a list of names must accompany this form..
- **Registration fees** - mark method of payment and amount.
- **Other** - list tolls, parking, etc., and the amount.
- **Control Number - RTA Number** - This field is required. You can [request an RTA Number online](#) - Enter the traveler's name (or your name) and the department name. Click on "submit". The RTA number assigned to you with the date and time will appear. If you need multiple numbers keep clicking on the "submit" button until you have all the numbers needed. You can also click on "reset" to clear the name and department information. Once you "submit" the number assigned cannot be changed. Only Accounting and Financial Reporting staff will have access to the list of assigned numbers.
- **Account number** - enter the Banner budget code where the expenses should be charged.

Navigation

- You will find several buttons that take you to the top of the form. There is a "clear trip information" button at the top so you can retain the traveler information and a "clear RTA" button so you can erase the entire form.

Printing

- There is a "print RTA" button at the top as well as the bottom of the form. Do not use the print button on the toolbar. Attachment 2a is the "Reservation for use of State Vehicle Form". This will only print if a state vehicle is requested. Attachment 2b is "Travel Advance/Request for Traveler's Check's Form". Attachment 2c is "Justification for Excess Lodging Form" and will only print is excess lodging justification is required. You cannot print an entirely blank form.

Approval

- All forms must be signed by the Traveler, the Travelers Supervisor and also the Vice President or Dean (if required by your Dept., a trip over \$500.00, or excess lodging justification attached).

Submission

- All original signed forms must be submitted to Accounts Payable.

Problems

- Questions concerning travel should be addressed to **Ellen Ranson in Accounts Payable at #2271**. Questions relating to the automated form should be addressed to **Sylvia Schutt in Accounting and Financial Reporting at #2721**.