

Travel Request Form (TRF)

When travel is required for business related purposes, it is the traveler's responsibility to fill out the TRF at least two to three weeks in advance or as soon as possible. Travel preparations and reservations will not be made until the TRF has been filled out in entirety, submitted for AT entry and is approved by both the Fiscal Officer and the Dean/Director.

- TRF is to be completed in its entirety including the funding source.
- Flying, please supply a printed business itinerary, listing the flight times and dates with the completed TRF.
 - Please note if you are traveling to Anchorage for a day meeting overnight lodging the day before will not be allowed without a business justification
- Driving, please supply a Google maps print out displaying the mileage.
- If rental car is need for ground transportation, please be aware that UAF regulations only allow up to a slandered size vehicle.
 - A business justification must be provided in writing if a larger vehicle is being requested.
 - If the larger rental car is a personal choice then a comparison will need to be attached to the TRF.
- Conferences, Meetings, Symposiums-Please provided an agenda. (include registration/fee cost on TRF if applicable)
- Remote Travel-Please attach remote travel emergency plan (required by Risk Management)
 - Combing personal travel with business, personal dates must be included in the TRF and the personal itinerary attached (along with business only itinerary).
 - Please see memo regarding purchases of airfare including personal days

If you have questions or are unsure what to fill in, please contact your I-AC Travel Coordinator.

Changes to travel after submission of TRF will require business justification in writing and are subject to non-reimbursement.

*The purpose of the TRF is to give the I-AC Travel Coordinator the information required to input your travel into TEMS to create an AT (Travel Authorization).

Time in Travel Status Regulation

- A traveler shall be considered in travel status from the time the traveler leaves or returns to his or her immediate work station if travel begins or ends during assigned work hours, or from the time the traveler leaves or returns home if travel begins or ends outside assigned working hours. When employees modify direct routing and deviate from university business for personal or other reasons, injuries, death, claims, damages, liabilities, or other losses incurred may not be covered by university insurance programs or resources. It is incumbent upon the employee to recognize that they may be financially responsible for any costs resulting from deviations from direct routing for personal or other reasons
- Travel should be confined to the minimum amount of time required to conduct university business. Lodging reimbursement is limited to the business days. Business justification must be provided to support travel and lodging one day before and/or one day after the business days. Any deviation requires the advance approval of the Travel Administrator.

Personal/ Business Travel



Pete Pinney
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April 22, 2014

TO: CRCD Directors, Fiscal Staff and Travel Coordinators

THROUGH: Pete Pinney, Acting Vice Chancellor/Executive Dean
College of Rural and Community Development

FROM: Amanda Lash, Lead Travel Coordinator/Fiscal Technician
College of Rural and Community Development

RE: Personal/Business Travel

In an effort to maintain consistency, reduce processing time and reduce budget costs, campus travel coordinators will no longer be able to purchase combined business and personal travel. Campus travel coordinators will be allowed to purchase business ONLY itineraries. The traveler will be responsible for making changes to their itinerary for any personal days. Staff should not make personal (i.e. non-business) travel arrangements on behalf of the traveler as per BOR regulation R05.02.060.5.A.3.

In addition, charges for a change in itinerary are the sole responsibility of the traveler. The University will NOT reimburse for any personal travel days. If the change in itinerary results in a lower airfare, the traveler must notify their respective campus travel coordinator so the credit can be claimed as per BOR regulation R05.02.060.5.C.1.

Finally, any changes in itineraries must be communicated to the campus travel coordinator with a copy of the original receipt.

If you have any questions or would like more clarification regarding personal/business travel please contact me at 907-474-6417 or by email at alash2@alaska.edu.

Thank you.