

DOC# _____
RTA# _____
VE6# _____
VP5# _____

MALS REQUEST FOR TRAVEL AUTHORIZATION (RTA)

Name: _____ UT EID: _____

Travel Begin Date: _____ Travel End Date: _____

ALL Destinations. Please include all destination cities for this trip:

Purpose of Travel. Select one:

- Attend meeting, conference, etc.
- Conduct lecture or teach course
- Perform research activities
- Participate or officiate in an event
- Recruit prospective employee
- Site or field visit
- Serve as expert witness
- Present original research paper
- Fundraising
- Negotiate a contract
- Prospective Employee

Please describe the purpose of travel. Include the full name of any organization involved, title of paper or conference, web site if any, etc: _____

If traveling to *Washington, DC*, please include when and where you will be visiting: _____

Benefits to the University. Select one:

- Help accomplish research objectives
- Help fulfill contract provisions
- Enhance grad/undergrad curriculum
- Enhance performance of job duties
- Enhance University operations
- Other, please specify _____

Please describe the benefit. (For example, Dr. XXXX will present an original paper, thereby furthering her research objectives.) _____

Will UT cover travel costs? __ Yes __ Partial __ None

What funding source will be used for travel costs? Please include details of funding agreement with director (attach email or letter if possible).

Mode of transportation:

__ Personal Vehicle (Please provide reason and include start-to-finish addresses):

****Note:** If renting a car, please use Avis (F999721) or Enterprise (TX721) and the codes indicated.

__ Flying: PLEASE PROVIDE A FLIGHT ITINERARY AT TIME OF REQUEST. If itinerary is not provided, MALS staff will choose least expensive flight. Also, please provide your **date of birth** _____ and name as appears on ID _____.

Disposition of Duties: (Check One)

- __ 1. No classes missed
- __ 2. Duties assumed by colleague (**list name**) _____
- __ 3. Duties require travel
- __ 4. Held until return
- __ 5. Other: (Specify) _____