

TBR System Office Out-of-State Request for Travel Authorization

Available Actions: Add and go to Cart Go Close

Tennessee Board of Regents



Instructions for Travel Authorizations

This form must be submitted and approved BEFORE out-of-state travel begins, for each person who will request reimbursement.

**How to enter your employee information:**  
Enter your Last Name and select "Search Supplier" and select your name.  
(If this is your first time submitting a Travel Authorization, you will need to manually enter your information.)

**If you are the Chancellor or Vice Chancellor - Please check where indicated in the Traveler Information**

Traveler Information

Employee Information for Travel Request

Employee ID#   
Enter Supplier   
OR  
Supplier Search | Enter Manually

Are you the Chancellor? (Check if Applicable)

Are you a Vice Chancellor? (Check if applicable)

Date of Request

First Date of Travel

Last Date of Travel

Destination

Purpose of Travel

Accounting Codes

Accounting Codes  
Fund   
Org Code   
Account   
Amount of Reimbursement (Including cost of transportation)

Internal Attachments

Type of Travel

- Airline
- Personal Car
- Rental Car
- State Car

1000 characters remaining

Total 0.00  
[See configuration for this form](#)



TBR  
CENTRAL eSHOP

# TENNESSEE BOARD OF REGENTS OUT-OF-STATE REQUEST FOR TRAVEL AUTHORIZATION

This form must be submitted and approved **BEFORE** out-of-state travel begins, by each person who will request reimbursement.

Traveler's Name:	<input type="text"/>	Banner ID #:	<input type="text"/>
Date of Request:	<input type="text"/>	Department:	<input type="text" value="Org Codes &amp; Offices"/>
Total estimate of requested travel (including cost of transportation):	<input type="text" value="\$0.00"/>	Destination:	<input type="text"/>
Departure Date:	<input type="text"/>	Return Date:	<input type="text"/>

Purpose of Travel (in detail):

### Estimate of Travel Expenses

Registration:	<input type="text" value="Pcard"/>	<input type="text" value="\$0.00"/>
Transportation - Airfare:	<input type="text"/>	<input type="text" value="\$0.00"/>
<a href="#">Link to Estimate Mileage</a>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>

[Link to In-State Lodging, Meals & Incidentals Rates](#)

[Link to Out-of-State Lodging, Meals & Incidentals Rates](#)

[Link to Out-of-Country Lodging, Meals & Incidentals Rates](#)

Note - If mileage is used for Out-Of-State travel, cost estimates for airfare to traveler's destination must also be provided and cost estimate for airfare **MUST** be higher than mileage cost in order for traveler to be able to use mileage as the transportation cost.

Lodging Rate:	<input type="text" value="\$0.00"/>	# of Days:	<input type="text" value="0"/>
Total Lodging:	<input type="text" value="\$0.00"/>		

Meals & Incidentals:	Rate:	Per Diem:	Total:
Non-Travel:	<input type="text" value="0"/>	<input type="text" value="100%"/>	<input type="text" value="\$0.00"/>
Travel Days:	<input type="text" value="0"/>	<input type="text" value="75%"/>	<input type="text" value="\$0.00"/>

Total Estimate of Travel Expenses:


Other:

Signature of Traveler: \_\_\_\_\_

Comments:

Form Preview

Edit Close

<p><b>Travel Claim Instructions</b></p>  <p><b>Travel Claim Instructions</b> Use this form to turn in travel claims. Both the Tennessee Board of Regents Claim for Traveling Expenses AND The State University and Community College System of Tennessee Out-of-State Request for Travel Authorization forms must be signed by the traveler and attached as internal documents. No paper forms should be sent to Procurement. The form will route for budget and department approval in Accounts Payable will receive your claim.</p> <p><b>Types of Claims</b> Both claim forms, Claim for Mileage Only Travel Expenses and Claim for Travel Expenses, can be submitted on this form.</p> <p><b>In State Travel Account Code</b> Use Accounting Code 73100 - Individual Instate Travel or 73105 - Professional Development Instate</p> <p><b>Out of State/Country Account code</b> Use Accounting Code 73200 - Individual Out of State or Country or 73205 - Professional Develop Out of State</p> <p><b>Documents</b> Once reimbursement has been received, original documents should be destroyed. Scanned documents will be maintained in Accounts Payable for future reference.</p>	<p><b>Traveler Information</b></p> <p><b>How to enter your employee information:</b> Enter your Last Name and select "Search Supplier" and select your name. (If this is your first time submitting a Travel Claim, you will need to manually enter your information.)</p> <p>Employee ID # <input type="text" value="Example Value"/></p> <p>Supplier <input type="text" value="Example Global Megacorp, Inc."/></p> <hr/> <p><b>Travel Claim Amount</b></p> <p>Quantity <input type="text" value="1"/></p> <p>Amount due Claimant <input type="text" value="1.99"/></p>
	<p><b>Travel Information</b></p> <p>First Date of Travel <input type="text" value="9/21/2016"/></p> <p>Last day of Travel <input type="text" value="9/21/2016"/></p> <p>Reason for Travel <input type="text" value="Example Value"/></p> <p>City or Cities Traveled To <input type="text" value="Example Value"/></p> <p>Internal Attachments <a href="#">Justification.doc (104k)</a> <a href="#">Remove</a> <a href="#">Google</a> <a href="#">Remove</a></p> <hr/> <p><b>Contact Person for Travel</b></p> <p>Person to contact for questions regarding this travel <input type="text" value="Example Value"/></p>





**TBR**  
CENTRAL eSHOP

**TENNESSEE BOARD OF REGENTS**  
**Claim for Traveling Expenses**  
This claim must be prepared in accordance with travel regulations

Traveler/Claimant's Name:

Date	Place Left	Time Left AM/PM	Place Arrived	Time Arrived AM/PM	Miles	Transportation			Subsistence		Other Expenses Attach Receipts & Explain	Total
						Millage Amount	Airline	Taxi	Lodging	M & I		
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
					0	\$0.00						\$0.00
<b>Totals</b>					0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Traveler's Address:		Traveler's Banner ID #:		Amount Due Traveler:	\$0.00
Purpose of Trip:				Expenses claimed are for business purposes and, to the best of my knowledge, comply with TBR travel policy.	
				Signature of Traveler: _____	

The following are items that must be attached to the travel claim before it can get paid:

- 1.) GSA Per Diem Rates for the traveler's destination if traveling out of State.
- 2.) Approved out-of-state travel authorization form that includes \$ dollar amount of travel. (If travel claim is more than the approved out of state form, it will be returned for adjustment and approval of the higher amount).
- 3.) Proof of Lodging Rates if traveler is attending Conference. If traveler is not attending conference and lodging rates are higher than what TBR policy allows or GSA rates allow, then the traveler will need to provide an exception letter explaining the difference and the chancellor will need to approve the letter.

Please note, tips will not be reimbursed. Valet parking is also not reimbursed, unless valet parking is the only parking offered at the hotel. Valet parking will not be reimbursed at the airport.