



CAMPBELL
UNIVERSITY

Sponsored Research & Programs

Travel Authorization

The Sponsored Project Travel Authorization form is used to obtain authorization in advance of travel and not reimbursement

PROJECT	Sponsor:		
	PI/PD:		Email:
	School/College/Department:		Phone:
	Title:		

CONTACT	Employee/Traveler:	Contact Person:
	Employee ID No.:	Phone #:
	Title:	E-mail:
	School/College/Department	

CONVENTION, ASSOCIATION, OR MEETING	Title of Meeting:					
	Destination:					
	Dates of Trip:		From	To:	Domestic	International
	Purpose of Trip (describe purpose of travel as it relates to the sponsored award):					
	Accompanied By:					

Use the per diem rates established by the GSA located at <https://www.gsa.gov/travel/plan-book/per-diem-rates> for lodging and meals and incidental expenses incurred while on sponsored travel within the continental United States.

ESTIMATED COSTS	Total Estimated Costs	Please indicate with a "X" for Advance requests				Advance Issued
		80 Percent	yes	no		
Transportation						
Lodging						
Registration Fee						
Other						
Meals & Incidentals (M&IE)						
Total						

APPROVALS	GL Account Number	Amount	Approval (Initial Here)	APPROVALS		
				PI/PD's School/College Dean/Department Director Signature	Date	
				PI/PD's Dean Signature	Date	
				Provost's Signature (International Travel Only)	Date	
	Principal Investigator(PI)/Program Director's(PD) Signature			Date	OSRP Signature	Date
	Signature of Traveler Agreement					

By signing, the traveler agrees to check all of the travel warnings and alerts for this area prior to the trip and assumes any risk while traveling to this area. Warnings and alerts by states can be found at <http://travel.state.gov/content/passports/en/alertswarnings.html>

TRAVEL AUTHORIZATION INSTRUCTIONS DO NOT PRINT

CONTACT

Enter identification information: Employee Name, Campbell University Employee Number (if applicable) and Employee Title

Enter the name and phone number of the person to contact about the trip if other than the traveler.

Enter the e-mail address of the person that should be notified when the authorization is approved.

CONVENTION, ASSOCIATION, OR MEETING

Enter the title of the convention, association or meeting.

Enter the city, state and country (if not USA).

Enter the beginning and ending dates of travel. These dates should align with the meeting dates and conference supported

Enter the purpose/benefits of the trip or meeting. Please be specific.

If other Campbell supported persons will be accompanying the traveler please list their individual names.

ESTIMATED COSTS

The Fly America Act is a federal regulation that states that any foreign air travel that is financed by federal funds must be booked on U.S. Flag Air Carriers or code-share carriers, regardless of cost or convenience. For details visit: <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>.

Receipts, invoices, ticket stubs, hotel bills, and other documents substantiating amount claimed must be attached to the claim forms and the claim forms will not be considered complete without such documents. A written justification signed by the Employee/Traveler and the Department head must be submitted for all travel reimbursement requests without prior approval.

Enter the estimated costs of the trip. Include estimates for air, mileage, taxis, rental cars, lodging, meals, gratuities, registration fees and any other applicable costs. Assistance for reasonable per diem rates in the continental United States by searching with city, state or by zip code can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

ADVANCE REQUESTS

Indicate with a "X" in the appropriate column for Advance requests. The 80 percent advance is calculated based on the total estimated costs less any advances made for registration etc. and can only be issued for out-of-state or International travel. A copy of the completed registration form must accompany the authorization if a registration advance is needed. A copy of a airline itinerary quotes must accompany a request for airfare advance.

Advances issued and must be resolved within 60 days of the end of the trip. Failure to comply may result in the sponsoring department being charged for outstanding balances due.

APPROVALS

The traveler's supervisor must approve the authorization.

The traveler must sign the authorization.

The original signed form must be sent to OSRP. Copies will not be accepted.

OSRP Travel Workflow

Part 1: Travel Authorization

Will traveler be using Sponsored funds for travel?

Yes No

Traveler will submit Travel Authorization follow their Department/School policy

Traveler will obtain estimates for travel

Complete OSRP Travel Authorization form using instructions on form

Traveler attaches copies of estimates to TA form

Traveler signs TA form and routes to Supervisor/Chair/PI/Dean for signatures

Domestic

Is travel Domestic or International

International

Traveler will route to OSRP for approval and signature

Traveler will route to OSRP for approval and signature

OSRP will approve and return TA to traveler

OSRP will route to provost for approval and signature

Traveler will start booking his/her travel

Provost will sign and return to OSRP

OSRP will return the approved TA to the traveler

Traveler will complete check requisition for travel advance

Will traveler be asking for a travel advance?

Yes

No

Traveler will keep track of all their receipts needed to be submitted for reimbursement

When traveler returns, they will complete the OSRP Travel Expense Voucher (See Part 2 – OSRP Travel Expense Voucher Workflow)



Fly America Travel Reimbursement Exception Form

Instructions

When a traveler uses a non-U.S. flag air carrier for travel to be charged to a federally-funded award or federal cost share account, this form, along with any relevant supporting documentation, must be completed and submitted for reimbursement. Questions regarding U.S. flag carrier status should be directed to the OSRP Office (ext 7600 or ext 1227).

Required Information

Traveler's Name:

GL Account Number:

Principal Investigator:

Travel Destination:

Travel Dates: From:

To:

Foreign Carrier:

Fly America Exceptions

All air travel on federal awards must comply with the Fly America Act. In some instances, you may use a non-U.S. flag air carrier if it meets one or more of the exception criteria listed in the Federal Travel Regulation (FTR) guidelines sections 301-10.135-138. **Please check all applicable boxes below where exception criteria are met.** Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-availability of a U.S. flag air carrier.

I. If traveling to and from the United States, and a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use the U.S. flag air carrier service unless such use would:

Extend travel time, including delays at origin, by 24 hours or more.

II. If a U.S. flag air carrier does not offer nonstop or direct service from your origin to your destination for travel between the U.S. and another country, or if travel is solely outside of the U.S. and results in one of the following:

Use of a U.S. flag air carrier increases the number of aircraft changes you must make outside of the U.S. by 2 or more.

Use of a U.S. flag air carrier extends your travel time by 6 hours or more.

Use of a U.S. flag air carrier requires a connecting time of 4 hours or more at an overseas interchange point.

III. Use of a Foreign air carrier is necessary if one of the following applies:

For medical reasons (a medical note is on file) or unreasonable risk to traveler's safety

A U.S. flag air carrier involuntarily reroutes traveler on to a foreign air carrier

Seat on U.S. flag air carrier in authorized class of service (lowest economy fare) is unavailable; seat on foreign air carrier in authorized class of service is available

Short-distance travel on a foreign carrier is three hours or less, and use of U.S. flag air carrier doubles the travel time

No U.S. flag air carrier service available on a particular leg of the travel itinerary at the time of booking

IV. Travel meets U.S. Open Skies Agreements in accordance with FTR 301-10.135 (b) and FAR 47.403-2. (Does not apply to Department of Defense funds):

- Travel is between a point in the U.S. and a member country in the European Union, Norway or Iceland; or between two points outside the U.S. **and** the airline carrier is from a member country in the European Union open skies agreement with the U.S.
- Travel is between a point in the U.S. and Switzerland; U.S. and Australia; or U.S. and Japan; or between two points outside the U.S. **and** the airline carrier is from the respective country that has an open skies agreement with the U.S.; **and** a city pair contract does not exist for origin city to destination city in online [City Pairs Program](#)

Certification

I hereby certify that my use of foreign air carrier met the Fly America Act exception criteria at the time of my trip as indicated above. The air travel expense is in compliance with the Federal Travel Regulations and University policies. I have attached required documentation to support this exception request.

Traveler Signature and Date:

PI Signature and Date (if not traveler):

Dean/Admin Head Signature and Date:

OSRP Signature and Date: