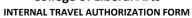


The University of Texas at El Paso

College of Liberal Arts





Traveler Status: Faculty Staff	Student Other
Section 1: Traveler Information	
	FMDLID.
Legal Name: (as shown on your passport) (First Name, Middle Name, Last Name)	EMPL ID:
Department:	Title:
Email Address:	Cell Phone #:
Destination:	Dates of Travel: From:To:
Are you doing business in Washington, D.C.? () *YES () NO *If ye	es, include the purpose (agency/congressional visit, meeting, etc):
	f presenting paper, include name of paper. If this is research/grant related, please provide the benefit, rch in special collections, institution, etc. Provide as much detail/information as possible.):
Disposition of duties while absent: (Include arrangements to cover your classes,	i, advising and other responsibilities in your absence, if applicable.)
/ Chark hara if traval expenses are to be paid by another entity NO	COST TO LITED, than skin to Section 4
() Check here if travel expenses are to be paid by another entity, NO C Section 2: Travel Reservations (Hotel booked directly by Traveler)	COST TO OTEP, then skip to section 4
Flight: (Booked and direct billing through Anthony Travel) Flight Needed? () *YES () NO *If yes, please complete info below Date of Birth: Preferred Airline & Flight Number: Depart Date: Return Date: Preferred time of day:MorningMid-dayEvening Rapid Rewards: Trusted Traveler #:	Car Rental: (Reserved and direct billing through Anthony Travel) Car Rental Needed? () *YES () NO *If yes, please complete info below If yes, please complete the following: Location to pick-up vehicle: Pick-up Date: Size of Vehicle: Type of Travel: Business: Conference:
Section 3: Estimated Travel Expenses	
Costs: (for reimbursement purposes only) Registration Fees: \$ Flight: \$ Transportation/Parking Fees: \$ Hotel Per Diem for Days \$ Meals Per Diem for Days \$ Other: \$ TOTAL Reimbursement: \$	Funding Sources: (can only use one funding source for flight and car rental) Cost Center/Project ID: Department: Cost Center/Project ID: Department: Cost Center/Project ID: Department: Comments:
Section 4: Travel Approvals (electronic approvals accepted)	•
Department Director/Chair:	Date:
Alternate Approver (optional):	Date:
Section 5: Office Use Only	
Department Administrator:	Date:
Travel Authorization Number:	
Travel Reservations:	Travel Resources:
Option #1: Concur Online Booking Tool Website: concursolutions.com Phone: 1-800-924-6619 Option #2: Anthony Travel Agent Email: UTTravel@AnthonyTravel.com Phone: 1-844-260-4880 Www.utep.edu/travel/planning-your-trip/ www.utep.edu/travel/resources/ www.utep.edu/travel/ravel-notices/	