Frequently-asked Questions (FAQs) for Travel

Q1: Who needs a travel authorization (TA)?
A1: Everyone, faculty & staff. You can read the University policy on travel at [http://policy.fso.arizona.edu/fsms/1400/1410](http://policy.fso.arizona.edu/fsms/1400/1410).

Q2: Do I need a TA even for going to Phoenix?
Q2: A TA is not required for travel that is 35 miles or less.

Q3: But I do a lot of in-state travel. Do I have to have a separate TA for each trip?
A3: Every trip requires a TA – BUT, the University offers a “blanket” TA for in-state travel. It needs to be completed at the beginning of each fiscal year, and only applies to in-state travel. You need to work with [Aaron Tevik](mailto:aaron.tevik@email.arizona.edu) or the Business Center to complete this travel authorization.

Q4: Is a TA required for students going on a field trip?
A4: A TA is only required for students if they are going to ask for reimbursement. Students can ONLY receive travel reimbursement for UA business purposes and NOT educational purposes. If a university employee is going to be taking students on a field trip, it would be best for the employee to have a TA and a list of students attached to the TA.

Q5: When do I need to complete the TA?
A5: The TA needs to be authorized by the department head prior to travel. TA forms can be sent electronically for approval.

Q6: Are there any special procedures for international travel?
A6: YES! The University of Arizona has special policies for international travel [http://policy.arizona.edu/research/international-travel-safety-and-compliance-policy-interim](http://policy.arizona.edu/research/international-travel-safety-and-compliance-policy-interim). You must obtain an international registry number. The TA form has the link to register your international travel [http://ua-risk.terradotta.com](http://ua-risk.terradotta.com). You must also determine if the destination is in a travel warning country. Again, the TA form has the link to determine the current travel warnings issued by the U.S. State Department [http://travel.state.gov](http://travel.state.gov). Please complete TA and registry as soon as you know you are going to travel or 30 days before your trip.

Q7: May I travel to a travel-warning country?
A7: The Provost issues authorization for travel to travel-warning countries. The Supplemental Authorization Form for Travel Warning Areas is an additional section of the travel registry and is completed online. You need to allow about 1-2 weeks prior to departure to obtain this authorization.

Q8: What happens if I fail to comply with the University travel policies?
A8: Not following UA travel policies could be grounds for denial by the UA, meaning that any foreign travel is undertaken personally by the employee. In these cases, the traveler cannot claim reimbursement through the UA.

Q9: How do I get reimbursed for UA-business travel?
A9: There is a UA travel expense report form (available on ABE Business Center site, UA site for e-forms, and [https://eforms.fso.arizona.edu/createPdf/6/](https://eforms.fso.arizona.edu/createPdf/6/)). You will often need to include agendas and other pertinent supporting documentation with the expense report. You can work with [Aaron Tevik](mailto:aaron.tevik@email.arizona.edu) and the ABE Business Center to complete this expense report form.
Q10: How long after completing my trip do I have to complete the UA travel expense report form?
A10: Please submit expenses for processing within 10 days of returning from your trip. If you delay submitting your receipts beyond 90 days, the U.S. Internal Revenue Service (IRS) policy is that the reimbursement will be considered income and subject to taxes.