

## Trav-210

1	Name and Title	Enter Name of Traveler and there work title
2	Employee ID #	Enter Travelers Employee ID
3	Destination	Enter the City and State the Traveler will be going to
4	Meeting Place	Enter where the meeting will be held Example: Dallas Convention Center
5	Depart From	Enter City departing from
6	Return To	Enter City Returning to
7	Purpose of the Trip	<p>Enter why you are traveling to this destination. Use action words that tell how this travel will benefit extension.</p> <ul style="list-style-type: none"> <li>• Example: Attend small fruit and vegetable conference to gain experience in the fruit industry.</li> <li>• Example: Present poster on fruit and vegetable disease</li> </ul>
8	Type of Trip	<p>Click one of the two boxes. These are coded differently in Financial Services.</p> <p>Date of Last Professional Improvement : Enter date of last professional improvement obtained. This is used to determine eligibility for professional improvement funds if requested. Professional Improvement can only be obtained one time per fiscal year June 30-July1</p>
9	Request Authorization for	<p>Full expense will be selected if Extension will be paying all expenses for trip Part Expense will be selected if Extension will only be paying part of the expenses of the trip Official Time only will be selected if someone other than extension will be paying for trip and traveler is just letting extension know of their travel.</p>
10	Time	<p>Dates of Trip: Time: Enter time of day and select from dropdown AM or PM From Date: Enter Date trip will begin Time: Enter time of day that trip will end and select from dropdown AM or PM To Date: Enter date trip will end No: of days: Enter number of days trip will included as stated above Dates of Meeting: Time: Enter time of day meeting will begin select from dropdown AM or PM From Date: Enter date that meeting will start Time: Enter time of day that meeting will end and select from dropdown AM or PM To Date: Enter date meeting will end No: of days: Enter number of days the meeting will include as stated above Official Time (workdays):</p>

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		<p>Enter the Time and Date as stated above on the days that are official workdays days. Example our office hours are Monday through Friday 8:00 am to 4:30 PM so the time entered here will include on these times Official Time (weekends/holidays)</p> <p>Enter the Time and Date of any weekend days and or holidays that are included in this trip with number of days listed.</p> <p>Personal Time: This will include time any time used for personal reason. Date and Time from and to</p> <p>Annual Leave: This will include any annual leave that will be taken during this trip</p>
11	Estimated Cost	<p>** There are two Columns. Put all expenses that will be reimbursable to Traveler in the Direct to Traveler Column and all expenses that has been paid for by T-Card or PO on the Direct to Organization Column.**</p> <p>Transportation: Select how you will get to your destination</p> <p>Auto: Select this option if you will be claiming mileage to and from airport or if you will be claiming mileage with your personal vehicle for trip</p> <p>Air: Select this option if you will be flying</p> <p>Taxi or Shuttle: Select this box if traveler will be using Taxi or shuttle as form of transportation at destination</p> <p>Rental Car: Select this box if traveler will rent car at destination *(Be aware that a justification will need to be giving on why a rental car is necessary and will be more beneficial to extension. Example: Traveling to multiple farms during visit and taxi's would cost x amount of dollars more than rental car) * Traveler must use contracted car company " Enterprise Rental Car "</p> <p>Registration Fee: Enter amount of Registration</p> <p>Lodging: Enter the number of days that Lodging will be obtained</p> <p>Meals: Enter the number of days that meals will be obtained</p> <p>Other: This is where you will specify other estimated reimbursable cost such as luggage fees or parking.</p> <p>If traveler will pay out of personal funds enter under the direct to traveler estimated amount of cost. If the traveler will be using a travel card or Purchase Order, please enter estimated amount under direct to organization</p> <p>Travel Advance Requested: Check this if you will request an advance on trip. Travel advances if approved will be based on estimated ½ of meal expense. Estimated amount of meals will not be approved on per diem rate.</p> <p>Do you have a state issued travel card? Select yes or no</p>
12	Transportation Data	<p>Select the appropriate boxes for travel</p> <p>Air: Select if traveler will be flying to destination</p> <p>Bus: Select if traveler will be riding bus to destination</p>

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		<p>Extension or UA Vehicle: Select if traveler will be using state vehicle Private Auto Claiming: Select mileage if Traveler will be using personal vehicle and will be requesting reimbursement for mileage.</p> <p>Select Air fare in lieu of mileage if traveler will be claiming the amount of airfare but will be driving to destination</p> <p>Select No Charge if traveler will be using personal vehicle to drive to destination but will not be claiming reimbursement for mileage</p> <p>Auto furnished by: This will be the traveler that will be using their personal vehicle. Traveler if driving personal vehicle or possibly someone else if traveler will be riding with someone else in personal vehicle</p> <p>Passengers who are also State Employees: This will be a list of anyone that is traveling with you in your personal vehicle or Extension-UA vehicle</p>
13	Fund Number	Enter the fund number that will be used for payment of trip
14	Fund Name	Enter the name of the fund with will be used for payment of trip
15.	Organization Number	Enter the organization number of traveler for use of payment of trip
16.	Who to contact for questions	Enter the person that should be contacted if any questions on this trip application
	Remarks	Enter any details that will aid in quick reimbursement such as when Travel card is used or time official time on and charges will be paid by whomever