

Instructions for Completing the Sponsored Research Travel Authorization Form

The following information is required:**Name and employee ID# of the traveler:**

- The person traveling should be directly related to the project.
- If the traveler is not a university employee, identify as "non-employee" or "student" in employee ID field.

Dates of travel:

- The travel must occur within the project's period of performance.

Destination:

- Is the destination domestic or foreign?
- If the airline requires a passport for the trip, it is considered foreign.
- Is there sufficient documentation in the award to support international travel, i.e., approved budget and/or does the budget justification contain detailed information?
- Does travel require specific pre-approval from the sponsor? Check award terms and conditions.

Project number and SpeedType:

- Is the proposed cost budgeted?
- Can travel be charged to the project if there isn't a travel budget? Check award terms and conditions.
- Are there sufficient funds to cover the expense?

Purpose for the trip:

- How does the trip directly support the project's scope of work?
- Provide detailed justification. Simply stating "To do research" is not sufficient.
- If the purpose is to present a paper at a conference, provide the name of the paper and retain a copy of the conference agenda for your records.
- If the cost is allocated to more than one project, justify support for each project.

Signatures:

- Traveler and approver must sign and date the form. Electronic signatures are acceptable.
- Approver should ensure travel is allowable for that project, there is sufficient funding for the expenses, and no special conditions exist.

Additional considerations:**Class of travel:**

- Is the travel in economy class and/or otherwise in accordance with federal and university regulations?
- First class is not permitted according to federal regulations.
- Travel should be at the lowest convenient fare.

Airline:

- Is the choice of carrier in accordance with the Fly America Act?

Ground transportation:

- Car rentals and other ground transportation should be at the lowest convenient fare.
- Any exceptions should be explained and justified

Export requirements:

- Are there any specific restrictions associated with the destination country?
- If the trip is out of the United States, including Canada and Mexico, will any controlled technology be transported out of the country, including computers, tablets (iPads), and smartphones?

Proposed travel:

- If specific details of possible travel are unknown at time of proposal submission, provide at least the purpose of the trip(s) and possible location(s) to have that in the budget. For example:
 - *"There are many important meetings and workshops on XXXXXX methods held each year. Many of them are in Europe. To stay current in the field, the two PIs will attend one national and one international meeting each year."*

Once completed and signed, the electronic form or a printed copy stored with other project records must be retained for the required time period after the project has been closed, in accordance with the CU Boulder Retention Schedule found in [APS #2006 Retention of University Records](#).