AUBURN UNIVERSITY

REQUEST FOR AUTHORITY TO TRAVEL

AN AUTHORITY TO TRAVEL AND/OR INCUR EXPENSES IN PERFORMANCE OF OFFICIAL DUTIES ON BEHALF OF AUBURN UNIVERSITY IS REQUESTED BY:

Chad Cunningham	Doctoral Candidate		Curr. & Teaching
(Name as it appears on your travel ID)	(Title)		(Department)
09261983		903737554	3345910745
(Birthdate mm/dd/yyyy)	(GUID)	(Banner #)	(Cell Phone #)

1. *Nature and purpose of travel request:* present doctoral research poster at CREATE conference in Asheville, NC

(Attach the Conference, Workshop, etc. notice -- if applicable)

2. *Itinerary:*

3. *Time & date travel begins:* Oct. 9, 2022 *Ends:* Oct. 11, 2022

4. *Time & date meeting begins:* Oct. 9, 2022 *Ends:* Oct. 11, 2022

5. *Estimated Costs:*

Transportation	Tourist Class Airfare (receipt required)	$0.00
	Train Fare (receipt required)	$0
Round Trips to airports:	Personal Car: Mileage 616 @ current state rate 0.585 per mile	$385
Atlanta: 200 miles = $117	Airfare In-Lieu-Of Mileage (Quoted by 0.00 in Accounts Payable)	$0
B'ham: 230 miles = $134.55	University Vehicle (to be paid by ITV)	$0.00
Columbus: 82 miles = $47.97	Rental Vehicle - including gasoline & tolls (receipts required)	$0.00
Montgomery: 124 miles = $72.54	Taxi/Bus/Subway Fares	$0.00
	Parking (receipt required)	$66
Subsistence:		
In-State	Per Diem 3 days @ current state rate $ 34 per day	$102
Out-of-State	Lodging -- actual expenses (receipt required)	$370
	Meals -- actual expenses not to exceed current AU rate per day***	$0.00
	Guest Meals -- actual expenses not to exceed current AU rate per day per person (receipt & guest list required)	$0.00
6. *Registration:*	To be paid by traveler (receipt & copy of program required)	$100
	To be paid separately by vendor voucher (copy of approved RAT required)	$0.00
7. *Honorarium:*	Attach agreement/correspondence -- lump sum payment only no expenses allowed)	$0.00
8. *Misc. Expenses:*	FAX & Telephone (receipt & itemization required)	$0.00
	OTHER: (receipt & itemization required) 0.00	$0
9. *TOTAL ESTIMATED COSTS:*		$1023

10. *Remarks:* Applied for COE Graduate Travel Award ($500) and request department funding of $523.

11. *Account Name* ______ *Account #* ______

Account Name ______ *Account #* ______

12. *Signatures:*

Chad Michael 8/18/22

Traveler / Date

Department Head / Date

Dean/Director / Date

Other / Date

President / Date

In-state travel: per diem is
$85 per day requiring one overnight stay
$100 per day requiring two or more nights
Same day travel:
$12.75 for trips of 6-12 hours
$34 for trips over 12 hours in length

Out-of-state travel:
*** $34/day without receipts
$60/day with receipts (receipts MUST be itemized.)