



# University of Rhode Island Office of the Controller

## TRAVEL AUTHORIZATION REQUEST (TAR) INSTRUCTIONS

The URI Travel Procedures can be found on the Controller’s webpage for [Travel](#). The State of Rhode Island Travel Policy **mandates** that Short’s Travel process airfare, lodging and auto rentals. Domestic travel on Fund 500 and 110 are not required to use the travel agency and reasonable travel expenses will be reimbursed after submission of TEV. Short’s Travel website: [www.shortstravel.com/uri](http://www.shortstravel.com/uri) 1-866-498-7436

Please follow these instructions to avoid document or signature errors, which will cause a delay in expediting the TAR. A box will be available in room 103, Carlotti Bldg, Kingston campus and room 4, Fish Bldg, GSO campus to drop off TARs which need immediate review. TARs will be reviewed periodically each day. The contact person on the TAR will be advised by e-mail of the TAR approval. Once the TAR is approved, reservations will need to be finalized. If a situation arises where a TAR cannot be approved, the contact person will be advised of the reason.

If you have any questions, visit Controller’s website for [Most Frequently Asked Travel Questions](#) or contact:

|                |                |  |                                      |
|----------------|----------------|--|--------------------------------------|
| Katie Duggan   | 874-4449       | <a href="mailto:cduggan@mail.uri.edu">cduggan@mail.uri.edu</a>         | all funds except 110 and 500         |
| Helene Bucka   | 874-4425       | <a href="mailto:hbucka@uri.edu">hbucka@uri.edu</a>                     | funds 110- and 500 for Kingston only |
| Linda Lenz     | 874-6927       | <a href="mailto:llez@gso.uri.edu">llez@gso.uri.edu</a>                 | all GSO funds                        |
| Short’s Travel | 1-866-498-7436 | <a href="http://www.shortstravel.com/uri">www.shortstravel.com/uri</a> |                                      |

VOUCHER NO. – FOR ACCOUNTING USE ONLY

### CHARTFIELD STRING

- Account, Fund, Dept. Program and Project (chartfield account to be charged)
- Amount – the total estimated expense of the travel

NAME – Name of traveler

E-MAIL – traveler’s and/or department contact person’s e-mail address.

PS VENDOR ID # – **Not the employee ID.** Vendor ID can be found on the PeopleSoft system. If vendor ID is not on system, complete a W-9 and forward to Accounting, room 103 Carlotti Bldg, Kingston campus or room 3, Fish Bldg, GSO campus

URI EMPLOYEE – answer Yes or No

DEPARTMENT – the name of the department, which is responsible for the cost of the individual traveling

DESTINATION – location (city, state, country)

DATES – beginning and ending dates of travel

PURPOSE OF TRAVEL – name of conference, reason attending, research project, etc. Please be specific.

**(A.) ESTIMATED EXPENSES** – This is an **estimate** and will vary from the final amounts on TEV. **NOTE:**

*Complete all items that will be reimbursed to the traveler or paid directly to vendor.*

- **Travel Agency fee** – Short’s charges \$30 for domestic and \$35 for international per TAR. Reference TAR and department number when making reservations
- **Train** – contact Amtrak directly for an estimate
- **Plane** – contact Short’s for an estimate
- **Auto** – provide estimate mileage at the [current rate](#) set by the RI Office of Accounts & Control
- **Limo or Taxi** – provide estimate
- **Car Rental** – contact Short’s for estimate and complete a [Car Rental Justification Form](#)
  - If URI Insurance will cover auto rental, cost is for \$75 per a rental period, contact Safety & Risk, Anne Gregson at 874-9269 and complete [Rental Vehicle Notification Form](#). The [Rental Vehicle Notification instructions](#) are available on the Controller’s Travel webpage.
  - URI has a corporate account with Alamo Auto Rental and URI will be billed directly if Short’s processes the reservation. The “**Corporate Rate**” includes Collision Damage Waiver (CDW), approx. value \$22 per a day. Extended Protection (EP) can be purchased through Alamo if URI insurance is not utilized, approx. \$11-12 per day depending on the location.
- **Lodging** – contact Short’s for an estimate. If traveler is using the conference hotel, then use conference rate.
- **Meals and miscellaneous** – per diem rates are from URI Travel Policy (no receipts needed). Exception for Foundation Fund 401 or for certain federal grants. [Federal per Diem rates](#) for Fund 500 **only**.
  - Meal and miscellaneous allowances for state personnel who are engaged in state approved travel are as follows:
    - Breakfast \$4.00
    - Lunch \$6.00
    - Dinner \$14.00
    - Misc. \$5.00
- **Miscellaneous Expenses** – estimate parking, tolls, shuttle service, etc. (receipts will be required)
- **Registration or Conference Fee** – if applicable, attach copy of brochure
  - An [invoice voucher](#) needs to be completed and processed if you need URI to pay the conference or registration fee. The TAR must be approved and reference TAR # on the Invoice Voucher.
  - **Date required** – please enter the date the fee is required on invoice voucher

**(B) ADVANCE REQUEST** In some circumstances, employees or students traveling to foreign countries may be allowed cash advances for lodging and meals only. URI Controller must approve these requests prior to travel. For exceptions, see URI Travel Procedures <http://www.uri.edu/controller/travel.html>

- **Date Required** – please enter the date the cash advance is required. (at least 2 weeks prior to travel)
- **Amount** – Lodging and meals only for international and lodging only for domestics

**REQUIRED SIGNATURES**

- Traveler’s signature – if traveler is not available, (i.e. candidate, speaker) authorized signature for chartfield string is required
- Department/ Principal Investigator – (traveler cannot sign this line) - required for **all** funds and person needs to have Signature Authorization for the chartfield string
- Dean – required for Fund 110 or if traveler is department chair
- Vice President/ Vice Provost– required when using Fund 100, 101 or if traveler is department chair
- URI Foundation – required when using Fund 401
- Grants & Contract Accounting approval – is required when using Fund 500