Travel Policy

The following is based on USU Policy 515 covering travel. A link to the full policy is located at the end of this section. All University travel must be supported by a properly completed Travel Authorization (TA) form except for travel utilizing departmental vehicles.

When University funds are not available to reimburse all expenses, an individual is not obligated to travel. However, if the individual chooses to travel, it is expected that the traveler will assume the remainder of the cost. This provision is especially important with respects to club activities and travel. Most clubs do not have the funds to cover the full reimbursement for travel at USU approved rates when they go off-site for field trips. However, a predetermined amount may be considered by the club's executive body. Irrespective of any reimbursement, a Travel Authorization needs to be completed prior to travel for ALL university activities (including club activities). Please see Karma Woods in the ADVS office.

How to Access the TA and TR Forms:

Using Firefox or Chrome, go to: http://caas.usu.edu/service-center/

1. Click on Business Forms/Requests
2. Click on Login at the top of the right side of page (by Chat Online)
3. Put in your login information
4. Click on service catalogs
5. Click on Business Services
6. Click on Travel forms
7. Click on Travel Authorization
8. Fill out all the information. (On the area that says department paying travel costs type DPADVS).