

***Electrical & Computer Engineering
Request for Travel (RTA)***

Name: _____ Date of Request: _____

EID: _____ Email: _____

Destination: _____

Date(s) of Travel: _____

Purpose of Travel: _____

Benefit to The University: _____

Account(s) to Charge: _____ Estimated Amount: \$ _____

For Faculty Only:

Will Classes be missed? Yes _____ or No _____

If you will be missing classes, which UT Faculty member will teach your class?

Note: Request for Travel (RTA) must be made two weeks prior to your travel dates. The University requires that RTA's be processed prior to any business travel related to The University.

Upon your return, you will be asked to complete an ENS Request for Reimbursement form for reimbursement of your travel expenses. Please keep all receipts for expenses you incur during your travel.

Note: The University is exempt from paying state sales tax, so you cannot be reimbursed for any state sales tax (applies to travel within TEXAS only) on hotel rooms or purchased goods (meal tax and hotel room fees are reimbursable). If you are traveling within the State of Texas, please obtain a tax exemption certificate from Heather Felauer (UTA 7.502) prior to your travel dates.

Please return this form to Heather Felauer and an RTA Number will be provided to you separately. If you have any questions please contact Heather Felauer at h.felauer@austin.utexas.edu or (512) 232-5183.