

Electrical & Computer Engineering Request for Travel (RTA)

Name: _____ Date of Request: _____

EID: _____ Email: _____

Destination(s):

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 Diana Vega (EER Chairman's office) prior to your travel dates.

Please return this form to Diana Vega and an RTA Number will be sent to you via a separately automatically generated email. If you have any questions please contact Diana Vega at diana.vega@austin.utexas.edu or (512) 471-6908.