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 can not 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 Melody Singleton (ENS 439) prior to your travel dates.
Please return this form to Melody Singleton and an RTA Number will be provided to you separately. If you have any questions please contact Melody Singleton at singletonm@mail.utexas.edu or at 512-471-3954.

Authorized Account Holder Signature