



Steward Observatory Business Office

TRAVEL GUIDE

(Authorization Required for Domestic & Foreign Travel 30 days prior)



Link to online Fillable forms:

<https://astro.arizona.edu/internal-resources/business-office/forms>

Pre-Travel:

1. Employee plans trip details:

- Ensure Dates are Correct
- Generate Business Purpose / Verify Funding Source
- Collects any required Supervisor/PI approvals via email

2. Complete the following department travel forms:

Travel Types:

- Domestic: Complete the SO-Domestic Travel Authorization
- International: Complete the SO-Travel Authorization Form & Proxy registration / Passport upload will be required for student
 - Students are required per UA policy to fill out their own Terradotta via the website.
 - UA International Travel Link: <https://ua-risk.terradotta.com/>
 - Registration number required on Travel Authorization
 - Faculty: Business Office completes on your behalf

3. Submit the Fully Signed & Completed Authorization to SO Business Office:

- Email the completed Fillable Form to SO-Support@list.arizona.edu
 - Make sure to include any upgrades
 - Designated Lodging
 - Rental Car
 - Personal Days
 - International: Terradotta / Proxy Number

***IF ASSIGNED TO SOBO FOR ADMINISTRATIVE SUPPORT, DO NOT COMPLETE THE ONLINE SYSTEM CONCUR TRAVEL AUTHORIZATION. THE OPERATIONS TEAM PROCESSES THE UA AUTHORIZATION ON YOUR BEHALF TO PREVENT ERRORS THAT COULD CAUSE REIMBURSEMENT DELAYS.**

4. Pre-Paid Travel Expenses:

- Department Credit Card (P-Card) Check-out:
 - Travel Authorization must be submitted & fully approved before purchase can be made.
- Types of Purchases on P-Card: Airline Tickets, Conference Registration
 - Airline Purchases are not allowed on Department funds that have Personnel Time during Travel. *Reimbursement Only
- Travel Advance: Meals (Per Diem) & Lodging Online Estimate Only
- Purchased with Personal Funds & get reimbursed via Travel Expense Form

Return from Travel:

1. Complete the SO-Travel Expense Form:

Travel Advance: Travel Expense Form must be submitted to the Business Office for processing within 5 business days after the completion of travel.

Non-Travel Advance: Travel Expense Form must be submitted to the Business Office for processing within 10 business days after the completion of travel to ensure a timely reimbursement.

- **Per Diem Allowance:** Calculated by Gov't Rate: State/City/County Lookup)
- **All Itemized Related Travel Expense Receipts** are needed to qualify for reimbursement.
 - (Ex. Hotel/Uber/Airline Ticket/Shuttle/Parking/Rental Car/Train Tickets/Conference Registration/Baggage Fee)
- **All Travel Expense Forms** submitted 30 days after travel return day run the risk of non-compliance & will be charged tax if processing time exceeds 60 days.
- **Business Justification** is required for all upgrades, Non-Lodging/Non-Transportation costs, & Non-Economical Costs. (Ex. Wi-fi / Material Costs / Uber XL / Priority Pickup/ Airline Assigned Seating)
- **Two Flight Comparisons** are required on all Airline purchases for Non-Direct Flights & travel, including personnel time. Reimbursement will only be for the most economically direct flight.

Reference Info:

- Travel 35 Miles from Home/Duty Post Require a UA Travel Authorization
- 1st and last day of travel @ 75% of per diem
- International Travel: "Fly America Act" Applies (Stated on Airline Website)
- A business justification is required on ALL Upgrades
- Travelers are required to provide two Flight Comparisons at the time of purchase if it's not a direct flight to the primary destination & direct return to duty post.
- Travel Advances are issued 5 days before trip departure
- Transportation to pick up meals is not reimbursable; Cost is included in the Per-Diem rate.
- Justification required for all Non-Employee/DCC travel on UA Funds
- If workdays exceed 30: Day 1 through 7 will be reimbursed at the full policy rate & after it will be 50% meals / 25% lodging unless a Pre-Budget Travel is submitted with UA Travel Authorization Form.
- Rental Car Insurance: Non-Reimbursable unless under the age of 25 or out of the country
- Alcohol is **NOT** reimbursable under any circumstance
- You can submit either gas receipts or mileage but not both
- Effective 01/27/25 Mileage Reimbursement: 67¢ per mile
- Effective 01/09/23 State will not reimburse for up-charges for covered or inside parking
- Travel Manual: <https://gao.az.gov/sites/default/files/2025-01/5095%20Reimbursement%20Rates%20250127.pdf>

**Please contact the SO Operation Team if you have any questions or need assistance at
SO-Support@list.arizona.edu**