

SECTION 11: TRAVEL, MILEAGE, & MOVING

Travel Authorization (TA)

Form 02-027

INTRODUCTION

Travel Authorization (TA) Form 02-027 provides detailed procedures for completing a Travel Authorization Form 02-027 for pretrip approval, travel or moving advance, and travel or moving expense reimbursement. This procedure is not intended to stand alone, but provides additional detail necessary for completing the Travel Authorization (TA) form. Refer to *Pretrip Approvals & Travel Advances*, *Travel Expense Reimbursement*, *Mileage Reimbursement*, and *Moving Expense Reimbursement* in this Section for detailed procedures for issuing travel/moving advances and reimbursements.

The TA summarizes all information and approvals supporting expenditures for travel and moving. It is a recap of all costs associated with a given trip, both amounts reimbursed to the traveler and amounts paid directly to vendors. Travel and moving expenses are paid only when claimed on a TA or other form approved by the Department of Administration.

FORMS

Travel Authorization (Form 02-027)

PROCEDURES

I. Determine a need for a Travel Authorization Form 02-027.

Refer to *Pretrip Approvals & Travel Advances*, *Travel Expense Reimbursement*, *Mileage Reimbursement*, and *Moving Expense Reimbursement* in this Section for procedures on determining when a Travel Authorization (TA) is required.

II. Pretrip Approval.

- A. Traveler completes the pretrip approval information.
 1. Complete the top portion of the TA according to the procedures in *Pretrip Approvals & Travel Advances* and the *Travel Authorization Form 02-027 Field Entry Table* following this procedure.
 2. After completing the top portion of the TA, the traveler submits the form to the appropriate agency authority for approval.
- B. Agency approves and authorizes the TA.
 1. Complete the **APPROVALS** fields according to the procedures in *Pretrip Approvals & Travel Advances* and the *Travel Authorization Form 02-027 Field Entry Table* following this procedure.
 2. After approving and authorizing the TA:
 - Purchase transportation.
 - If the traveler has requested a travel advance, go to Step III. Otherwise go to Step IV.

III. Travel Advance.

- A. Agency enters travel advance information on the TA and issues the advance.
 - 1. Complete the travel advance information on the TA according to the procedures in *Pretrip Approvals & Travel Advances* and the *Travel Authorization Form* and *Field Entry Table* following this procedure.
 - 2. Issue the travel advance according to the procedures in *Pretrip Approvals & Travel Advances*.

IV. Travel Expense Reimbursement.

Reimbursement for travel expenses must be requested within five business days of completion of the trip.

- A. Traveler completes the **ACTUAL COSTS** fields of the TA.

NOTE: For agencies that choose to document pretrip approvals without the TA, all sections must be completed for travel expense reimbursement.

- 1. Complete the actual cost information on the TA according to the procedures in *Travel Expense Reimbursement* and the *Travel Authorization Form 02-027 Field Entry Table* following this procedure.
 - 2. Submit the TA to the appropriate agency person for completion and issuance of the reimbursement.
- B. Agency completes the TA and issues reimbursement for travel expenses.
 - 1. Verify and complete the information on the TA according to the procedures in *Travel Expense Reimbursement*.
 - 2. Issue the reimbursement according to the procedures in *Travel Expense Reimbursement*.

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Travel Authorization Form 02-027 Field Entry Table			
Field Name	Completed By	When Completed (See Note)	Field Value
TRAVEL AUTHORIZATION NO.	Agency	Prior to travel	Enter an agency-assigned number used for tracking/reporting purposes from your agency's TA number log.
DATE	Traveler	Prior to travel	Enter the date the TA is prepared.
NAME OF TRAVELER	Traveler	Prior to travel	Enter the traveler's first and last name.
TITLE	Traveler	Prior to travel	Enter the traveler's job position title.
EMPLOYEE RESIDENCE ADDRESS	Traveler	Prior to travel	Enter the traveler's primary residence street address. Refer to <i>AAM 60.020</i> for the definition of a primary residence.
CITY	Traveler	Prior to travel	Enter the city name of the traveler's primary residence.
STATE	Traveler	Prior to travel	Enter the state of the traveler's primary residence.
ZIP CODE	Traveler	Prior to travel	Enter the 5- or 9-digit zip code of the traveler's primary residence.
DEPARTMENT	Traveler	Prior to travel	Enter the department name where the traveler is employed. If the traveler is a nonemployee, enter the department name for which the individual is traveling.
DIVISION	Traveler	Prior to travel	Enter the division or agency name where the traveler is employed. If the traveler is a nonemployee, enter the division or agency name for which the individual is traveling.
BARGAINING UNIT	Traveler	Prior to travel	Enter the traveler's bargaining unit if the individual is a state employee. If the traveler is a nonemployee, enter N/A.
WORK STATION	Traveler	Prior to travel	Enter the city name of the traveler's duty station if the individual is a state employee. Refer to <i>AAM 60.020</i> for the definition of duty station. If the traveler is a nonemployee, enter N/A.
PURPOSE OF TRIP	Traveler	Prior to travel	Enter a detailed explanation of the purpose of this trip.
PVN	Agency	Prior to travel	Enter the PVN (Pay Vendor Number) of the traveler.
ESTIMATED COSTS FIELDS			
TRANSPORTATION	Traveler	Prior to travel	Enter the estimated cost for the transportation (airfare, mileage reimbursement, etc.) to be used.
PER DIEM	Traveler	Prior to travel	Enter the estimated cost for per diem, or hotel plus M&IE.
OTHER	Traveler	Prior to travel	Enter the estimated cost of other travel expenses such as car rental, taxi fare, parking, etc.
TOTAL	Formula	Prior to travel	Enter total estimated cost of the travel.
ITINERARY FIELDS			
FROM	Traveler	Prior to travel	Enter the name of the city from which the traveler is departing.
DEPARTURE DATE/TIME	Traveler	Prior to travel	Enter the date and time of departure.
TO	Traveler	Prior to travel	Enter the name of the city to which the traveler is going.
RETURN DATE/TIME	Traveler	Prior to travel	Enter the date and time of return.

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Travel Authorization Form 02-027 Field Entry Table			
Field Name	Completed By	When Completed (See Note)	Field Value
APPROVALS FIELDS			
DIVISION (IN STATE)	Agency	Prior to travel	Obtain the signature of the division director. This level of approval is required for all travel.
DATE	Agency	Prior to travel	Enter the date the TA is approved by the director.
DEPARTMENT (OUT OF STATE)	Agency	Prior to travel	For travel outside of Alaska, obtain the signature of the department commissioner.
DATE	Agency	Prior to travel	Enter the date the TA is approved by the commissioner.
GOVERNOR (OUT OF COUNTRY ONLY)	Agency	Prior to travel	For travel outside of the U.S.A., obtain the signature of the appropriate authority in the Governor's office.
DATE	Agency	Prior to travel	Enter the date the TA is approved by the Governor's office.
ACTUAL COSTS FIELDS			
DATE	Traveler	At end of travel	Enter specific dates for each day costs were incurred (i.e., date of departure, each day in travel status, date of return, etc.).
EXPLANATION	Traveler	At end of travel	Enter a detailed explanation (itinerary, destination, time of departure/arrival, mode of transportation, type of lodging, etc.) for the costs incurred. The information entered here must agree with and explain any traveler reimbursements entered in the Miles X Rate, Mileage or Cash Fare, Per Diem, and Other columns. If a traveler is on long-term per diem (see <i>AAM 60.190</i>), the traveler must note in this column whether a commercial facility (CF) was used by including the business name, address, and phone number, or if another type of facility (NCF) was used.
MILES X RATE	Traveler	At end of travel	Enter the mileage claimed and the rate used for reimbursement.
MILEAGE OR CASH FARE	Traveler	At end of travel	Enter the total mileage reimbursement and/or cash fare due the traveler for the date specified. This includes cab, bus, parking or airfare paid by the traveler and for which reimbursement is requested. Refer to <i>AAM 60.280</i> for a detailed explanation of required receipts.
PER DIEM	Traveler	At end of travel	Enter the per diem calculation (flat rate or actual lodging costs plus M&IE) by day for each day the traveler is in travel status. Indicate the prorated meal allowances as derived from the departure and arrival times listed in the explanation field.
OTHER	Traveler	At end of travel	Enter any other costs to be reimbursed to the traveler. Refer to <i>AAM 60.280</i> for a detailed explanation of required receipts.
SUBTOTALS THIS PAGE	Formula	At end of travel	Enter the subtotal for the Miles X Rate, Mileage or Cash Fare, Per Diem and Other columns on this page.
TOTAL PAGE 1	Formula	At end of travel	Total of the subtotal line for page 1.
TOTAL PAGE 2	Formula	At end of travel	Total of the subtotal line for page 2.
TOTAL OF ALL PAGES	Formula	At end of travel	Enter the total costs due to the traveler.
TRAVEL ADVANCE GIVEN?	Traveler	Prior to travel	Check YES if a travel advance is requested. Enter the dollar amount of the travel advance paid to the individual prior to travel. Check NO if a travel advance is not requested.

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Travel Authorization Form 02-027 Field Entry Table			
Field Name	Completed By	When Completed (See Note)	Field Value
WARRANT #	Agency	At end of travel	Enter the warrant number of the travel advance paid to the individual prior to travel.
HAS THE TRAVELER INCURRED ONE CARD CHARGES?	Traveler	At end of travel	Check YES if a One Card was used to pay for travel charges. Enter the dollar amount of the total charges made. Check NO if a One Card was not used.
FINAL SETTLEMENT BATCH #	Agency	At end of travel	Enter the warrant number of the reimbursement paid to the traveler. Enter the total costs incurred by the traveler, less any travel advance and One Card charges.
CLAIMANT'S SIGNATURE	Traveler	At end of travel	Obtain the signature of the traveler.
APPROVAL SIGNATURE	Agency	At end of travel	Obtain the signature of the appropriate supervisor or designee authorized to approve the reimbursement.
CTA, STR, Wrnt or Trip Ticket NO. FIELDS - The agency uses these fields to enter payment information for any payments made to a vendor (other than the traveler) in connection with this trip. Generally, these fields are completed by accounting personnel or the travel coordinator.			
CTA, STR, WRNT OR TRIP TICKET NO.	Agency	At time of issuance	Enter the warrant number, STR number issued to a vendor (other than the traveler) or trip ticket number for payment of transportation, car rental, etc. If an agency CTA account was used, enter CTA .
ISSUED TO	Agency	At time of issuance	Enter the name of the vendor to whom payment was issued.
AMOUNT	Agency	At time of issuance	Enter the amount of the payment.
DATE	Agency	At time of issuance	Enter the date the payment was issued.
FIN - The Financial Line fields define the accounting structure to which travel expenses are recorded when the reimbursement warrant is issued. These fields may be used to list the financial coding to be entered in AKSAS when requesting a warrant for reimbursement of travel expenses. Generally, these fields are completed by accounting personnel.			
AMOUNT	Agency	At end of travel	Enter the dollar amount associated with this financial line.
SY	Agency	At end of travel	Enter the 2-digit set-up year associated with the collocation code.
CC	Agency	At end of travel	Enter the 8-digit collocation code for this financial line.
PGM	Agency	At end of travel	Enter a 5-digit program code if required by your agency for this transaction.
LC	Agency	At end of travel	Enter an 8-digit ledger code if required by your agency for this transaction.
ACCT	Agency	At end of travel	Enter the 5-digit account for the AMOUNT entered. For travel reimbursements, the account must be a lower level of account 72000.
COMMENTS	Agency	At end of travel	Enter additional descriptive information, up to 30 characters for the reference, such as travel dates and city.
LINE 10 - TOTAL ONE CARD CHARGES	Formula	At end of travel	This value should match the amount entered in the cell labeled "Has the traveler incurred One Card Charges?".
LINE *** - CONTROL TOTAL	Formula	At end of travel	This value is a check figure that calculates the difference between the above financial line fields and the traveler's total One Card charges, this value should equal the value that is displayed in the FINAL SETTLEMENT cell and is the amount to be reimbursed to the traveler when the TA Form is complete.

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NOTE: Refers to instances where the TA form is used for pretrip approvals. For agencies that choose to document pretrip approvals without the TA, all fields can be completed at end of travel.