William and Mary Athletics
Travel Authorization/Advance Form

Last Update: 8/5/15
Effective: 9/9/13

A travel authorization/advance form must be completed and approved in writing by the business office before committing to any travel expenses.

General Policies

1. This form must be completed and submitted to the business office (either our mailbox, or directly to the Athletics Travel Coordinator Pete Aiello, 757-221-3372) at least three business days before needing to commit to any travel expenses. If an advance is requested, the form must also be received by the business office at least 11 business days before the advance is needed. Please submit the request as soon as the need for travel is known.

2. The business office will review and approve the request. After it has been approved, a copy of the form will be returned to the traveler via e-mail, indicating that the trip has been approved. Do not assume that the trip has been approved if you haven’t received this e-mail.

3. After the trip has been approved, contact the Athletics Travel Coordinator, Pete Aiello (757-221-3372) to discuss the specific needs. Other than emergencies or unforeseen circumstances, all transportation and lodging arrangements must be made by the travel coordinator.

4. Please plan ahead, especially when requesting a travel advance. If there is an emergency or unforeseen circumstance justifying the processing of an advance with less than 11 days’ notice, the business office will make every reasonable effort to submit the request across campus as soon as possible. Please be aware that the W&M financial operations office may refuse to process the request if not received by their deadlines. For potential postseason competition with unknown destinations, a travel advance request can be submitted ahead of time with a destination of TBA, which will get the advance process started and can be updated once the specific location is known.

5. Only travel covered by the dates and locations indicated on the form can be paid. Please make sure that this covers your needs. For example, you can list an extended amount of time for a recruiting period, and list “Lower 48 states” as the destination if you are not sure of the specifics of your trip.

6. All travel advances must be re-paid no later than 60 days after the last date of the trip. New travel advances will not be issued to employees who have past-due advances. Repeated violations may prevent you from receiving an advance in the future.

Specific Instructions for Travel Authorization/Advance Form

Some parts of the form have been completed with information that should be the same for everyone. Please make sure to completely fill out the rest of the form, sign and date it, and submit to the business office. This form must be filled out on your computer and then printed out. Other than your signature and that date, do not complete this form by hand.

1. Do not save a version of this form on your computer, go to the actual form online each time you need it, to ensure that you are using the most recent version.

2. Name: Type your full legal name, last name first. W&M Financial Operations prohibits us from listing more than one person on a travel authorization form.

3. Banner ID#: Type the rest of your personal Banner ID number. All numbers currently start with “930”. This number can be found on your W&M ID card.

4. Department: “Athletics” is already filled in. You can be more specific if you want, but it is not necessary to change this.

5. Phone: Please complete the rest of your W&M office phone number. If you don’t have a W&M phone number, use the best number that can be used to reach you.

6. E-mail: Type the e-mail address that can best be used to reach you.
7. **Banner Index/Account/Activity Code:** Leave blank. The business office will complete these sections.

8. **Destination:** Type the destination of your trip. If you are unsure of the specific destination, you can list general information. For example, if the request is for potential postseason competition, where the site has not been determined, put “TBA”, or for an extended recruiting trip which has not been fully planned, list the expected states, or “Lower 48 States”.

9. **Travel Start/End Dates:** Type the full date (month, date, year) for the beginning and end of the trip. Other than unforeseen circumstances (for example, a canceled or delayed flight), expenses cannot be paid for trips that are not within those dates.

10. **Type of Travel:** Leave the “Athletics” box checked.

11. **Travel Purpose:** Be as specific as possible and indicate the particular team that the trip is for, especially for people who travel with more than one team.

12. **Estimated Costs:** Enter the estimated costs for the entire trip, not just the expenses that you will be reimbursed.

13. **Travel Advance Requests:** If you are requesting an advance, read this section carefully and make sure that you understand it. Fill out the requested advance amount in the box indicated.

14. **Travel Request Signatures/Approvals:** Type your name on the “Traveler” line. After printing out the form, sign and date where indicated.