

CSES Blanket Travel Authorization Form

Personal Information	
Traveler's name	
Department	000300 CSES
Cell Phone Number	
Fund Number & Activity Code	
Maximum Dollar amount to encumber:	
Travel Information	
Area of Travel: (If statewide please provide a list of the towns you plan to visit)	
Period of Travel (IE: November 2014 – March 2015)	
Estimated total number of days lodging will be required throughout this period of time	
Type of Vehicle (IE: Rental, Fleet Services, Dept. vehicle, and or Personal vehicle)	

REMINDERS:

- It is best to use a fund number that has no end date and or has a high balance, but any can be used.
- Even though a fund number is on the TA (travel authorization) a TR (travel reimbursement) can be completed associated with this TA using a different fund number. Amount of TR will deduct from the TA's encumbrance.
- You can enter TR's for this TA anytime through-out the period of travel. Just make sure when you get to the end of entering your TR it will ask you if this is your final report make sure your click no, unless it is your final TR for this TA.