

**NON-EMPLOYEE TRAVEL AUTHORIZATION
For Direct Billing of Travel Expenses Only**

Travel Management Services and Travel Services

(date)

This letter identifies person(s) not employed by The University of Texas at Austin. These person(s) are required to travel for the purpose of conducting business as described below:

Type of Traveler: (LTR): Student (s)
(mark box) (LTN): Non-Employee (s)
 (LTS): Taxable travel such as prospective employee spousal/family
 (LTP): Prospective employee(s)

Name(s) of travelers: _____
(If more than _____
4, attach list) _____

Type of expense: _____
air travel / rental car / lodging*

Date(s) of travel: _____

Location of travel: _____
(city / state or country)

Purpose of travel expenses:

Account #: _____

I have signature authority on the above account and permit the charging against the funds for the specific purpose noted above and for only the person(s) noted above.

(Signature authority per GB1 command in DEFINE)

Printed Name: _____

Title: _____

*direct billing for lodging is not available through Travel Management or Travel Services