

## INSTRUCTIONS FOR COMPLETING THE AIR TRAVEL AUTHORIZATION

1. **Travel Agency:** The name of the travel agency used to reserve the ticket. The travel agency must be a university authorized/contracted agency. A list of authorized agencies is located on the Internet at OU Purchasing's website <http://www.ou.edu/purchasing/home/>
2. **Traveler's Name/S.S.#:** The name of the traveler and his/her social security number.
- 3a. Is the traveler a U.S. Citizen? If the traveler is a U.S. citizen check yes. If the traveler is not a U.S. citizen, check no and fill out item 3b.
- 3b. **Is the traveler a permanent resident alien or immigrant?** If the traveler is a permanent resident alien having a green card or an immigrant, check yes. If the traveler is not a permanent resident alien having a green card or is not an immigrant, check no and call 271-2246 for an "Airfare Approval for Non-Citizens" form. Submit a completed form and make reservations.
4. **Purpose of Trip:** The purpose of the trip should give a semi-detailed reason for the traveler's necessity to fly. Example: "Giving a teaching lecture over pulmonary edema at Georgetown University Medical School." If the purpose of the trip is to move a current employee or a new hire to a new home (or) for pre-move house hunting, an "Employee Moving Expense" form must be faxed to 271-2367. This form can be obtained by calling 271-2246.
5. **To be billed to:** The "cost center" this particular charge should be deducted from. GL ACCOUNT will be as follows:
  - 701325 if the travel is domestic
  - 702325 if the travel is foreign
  - 703325 if the travel is for a trainee and is domestic
  - 709325 if the travel is for a trainee and is foreignFUND will identify the type or source of funds for this transaction. Example: State, Clinical Funds, etc.  
ORGANIZATION will identify the ownership of the transaction. Example: College, Department, etc.  
PROGRAM will identify the purpose or function of this transaction. Example: Instruction, Research, etc.  
SUB-CLASS will not always be filled out. This field is user-defined meaning that the End-user can assign a value to identify a person or an activity within the department. Example: Individual faculty, Administrative areas, etc.  
BUDGET YEAR identifies the fiscal year in which the transaction occurred. Budget year will begin July 1 and end June 30 of the following year. Example: July 1, 1998 to June 30, 1999 is BY 1999.  
PROJECT/GRANT will identify individual grants, contracts, auxiliaries, service units or other sections defined by the department.
6. **Signatures (Authorized Sponsor/Dept. Coordinator/Ext.):** Authorized Sponsor is the individual who is authorized to sign off on the cost center specified in item 5. A SPONSOR CANNOT SIGN ON HIS/HER OWN TRAVEL. The Department Coordinator is that individual who completes the form, and the extension is the Department Coordinator's number so that they may be reached if a question arises regarding this ATA.
7. **Transaction Date:** The date the reservations are made.
8. **Transaction Amount:** The total amount of the ticket and/or any reservations made by the travel agency.
9. **Departure Date:** The date the traveler leaves. This date should be listed on the itinerary.
10. **Return Date:** The date the traveler returns from the trip. This date should also be listed on the itinerary.
11. **Destination:** The city the traveler will be flying to.