

AIR TRAVEL AUTHORIZATION (ATA)

The following are the most common mistakes made on ATA's:

1. The travel agencies are not to book travel without the completed ATA's and, if required, approved non-citizen travel forms. Please don't ask the travel agency to do this.
2. Poor penmanship causes a lot of the errors. Please type or print required information on the form. Numbers 1, 2, 5 and 7 are sometimes hard to distinguish so extra care needs to be taken when entering these digits. Faxed forms are sometimes hard to read if the writing is too small or not legible.
3. All lines on the form need to include the required information. Line item instructions for completing the ATA are on the back of the form but most of the problems occur on the following lines:

Line 3b - If the traveler is NOT a permanent resident alien having a green card or an immigrant, the "Airfare Approval for Non-Citizens" form must be submitted to Service Unit Accounting for approval prior to purchasing the airline tickets. This form is available on the A/P web page under forms.

Line 4 - 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 is available on the A/P web page under forms.

Line 5 - The Chartfield information indicating where the ticket is to be billed is where most of the incorrect, missing information and poor penmanship occurs. There should be no blank lines left on the completed form with the exception of Project/Grant which is a not a required field except on EDWCH, SPNSR and SUAUX Funds. The GL Accounts to be used are included in the instructions on the back of the form. The remainder of the chartfield information is the same information you included on a voucher you submit for payment.

Line 6 - The Authorized Sponsor is the person who is authorized to sign (i.e., approve) the expenditure. An employee CANNOT approve his/her own travel.

Line 11 - If the destination is out of the United States, include both the city and country on the form.