

**Research Foundation Business Travel Account (BTA)
Application and Authorization Form**

I understand, and will follow, the Research Foundation and sponsor travel guidelines for the Project/task/award listed below. These policies include, but are not limited to:

- Only travelers with direct and/or budgeted relationship to the project may travel on the award and can be charged to the BTA.
- Only trips with purposes directed related to, and allowed on, the award will be charged to the BTA.
- Fly America Act (use of domestic air carriers) must be followed for all federally sponsored awards.
- Only coach airfare can be charged to RF funds (and the BTA).
- All trips booked to the BTA must fall within the award period for the project being charged.
- Cancelled trips are not allowable RF expenses and any costs incurred must be returned to the project
- Misuse or improper use, including not abiding by the above, may require repayments to the BTA being obtained directly from the employees personal funds.
- Improper use of RF funding may risk future sponsor funding

Employee Name: _____ Signature: _____

In House Title: _____ Department: _____

Relationship to Project: _____

Campus Address: _____ Phone #: _____ Ext. _____

_____ Email: _____

PI or Approval Authority Signature _____

PI or Approval Authority Name (Print/Type) _____

Title of Award _____

Project _____

Task _____

Award _____

Award Period _____

Default non-sponsored or non-federal award for RF unallowable expenses _____

Award period _____

Authorized signature on non-sponsored account _____

Mail the completed form to: Travel Services, 208 Crofts Hall, North Campus, Attn: Meg Mitchell