

Trip Number Procedures

Traveler or Travel Arranger will:

- **Complete a [Travel Advance Request Form](#)**
 - Include email addresses for the traveler or travel arranger and the funding authorizer
 - If vendors need to be faxed to confirm reservations, please indicate in bold "Please fax vendors" and include each vendor's fax number.
- **Attach any supporting documentation** such as registration forms, airfare itinerary/invoice, hotel reservation quotes, etc.
- **Forward the paperwork** to the Division/Department for review and authorization.
- **Notify foreign visitors** of the visa related forms and information that will be required by the campus and ensure such documentation is obtained during the visit - refer to the Foreign Visitor Documentation section below. If available, include a copy of the invitation that advises the traveler of the need to enter the U.S. under an appropriate visa.
- **Reference** the Trip Number on all transactions, including the Post Travel form

Division or Department Office (Second Tier Approvers) will:

- **Authorize the travel by approving:**
 - Funding information, e.g., the FOAPAL(s)
 - Signature(s) authorizing the travel
 - Appropriateness of the travel
- **Fax the completed and authorized** Travel Advance Request Form (TAR) and any supporting documentation to the FAST Office at 459-1723, or send via inter-campus mail to the FAST mail stop.
- **Ensure travelers and travel arrangers** are notified of the visa related forms and information that will be required by the campus – refer to the Foreign Visitor Documentation section below.

FAST Office will:

- **Assign an 8-digit Trip Number** (ex. TR061234) and email the Trip Number to the traveler, the funding authorizer, and the preparer (if applicable). The standard turn-around time for completed and approved TAR forms is 1 business day.
- **Fax the TAR and assigned Trip Number to vendors** when the Division has indicated "Please Fax Vendor(s)" on the TAR.
- **Process** cash advances and/or payments on behalf of the traveler
- **Review** outstanding Trip Numbers and contact travelers and/or travel arranger for the Post Travel

Rushes:

- **Call or email the FAST Assistant when the TAR is complete and authorized** to alert them that a rush is needed. They will respond with a trip number within 2-4 business hours of receiving the completed and authorized TAR.

Foreign Visitor Documentation:

- **Verify** the visa type is appropriate for travel. Travel is not allowed for visa types J-2, F-2, H-4, O-3, P-4
- **Make required copies** of the passport photo, visa, and I-94.

- **All B-1, B02, WB & WT** visa holders must complete a Certification of Academic Activity form
- **Visitors from Canada & Mexico who enter the U.S. without a visa** –Copy another form of picture ID and Complete a Certification of Academic Activity form

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