

REQUEST FOR TRAVEL AUTHORIZATION

HOWARD UNIVERSITY · OFFICE OF THE ASSISTANT TREASURER

2214 10th Street, N.W., Washington, D.C. 20059

Payment to Nonresident Alien is: Taxable Not Taxable

(To be Completed by NRATS) By: _____

Important – See Travel Regulations for Procedures

Division Name	Department Name	Room	Building	Employee Name	Telephone	Employee Account No.
Activity Dates		Purpose of Travel				
From	To					<input type="checkbox"/> Yes <input type="checkbox"/> Check <input type="checkbox"/> No <input type="checkbox"/> Cash
Estimated Expenditures – To Be Completed by Employee				Special Authorization Requested (Attach Supplement if Necessary)		
Transportation	_____					
Lodging	_____					
Meals	_____					
Miscellaneous	_____					
Total Requested	_____					

Shaded Areas to Be Completed by Assistant Treasurer Office

E.C.	Dept. Account No.	Exp. Code	Authorization Code	Today's Date	Employee Name	Amount
			T			

Amount Advanced	Employee Soc. Sec. No.	Is Payee or the Beneficiary of the Payment a U.S. Citizen or Permanent Resident Alien?
		Yes _____ No _____ If "no" refer to HU Nonresident Alien Payment Manual
I hereby certify that I will file a settlement report, with supporting receipts, within ten (10) days after date of travel. I further understand and authorize the Office of the Assistant Treasurer as a condition of receiving an advance, to deduct the amount advanced from my payroll check if the settlement report is not submitted within the ten (10) days as stated above.		Check here if Nonresident Alien information has been previously submitted _____
Payee _____	Report Due Date _____	Responsible Person – Typed Name _____ Responsible Person – Signature _____ Telephone Number _____ Date _____

Authorized By: Dean/Department Head (Type and Sign Name) _____

Authorized Expenditures: Dean/Department Head Check One
 Total Requested \$ _____ Limit of \$ _____

Authorized by: Vice President (Type and Sign Name) _____

Foreign Travel Approved By: President (Type and Sign Name) _____

Approval Date _____	Rejection Date _____	Dept. Notification Date _____	Return Date _____
Explanation _____			

Travel Regulations

1. The Office of the Assistant Treasurer is required to certify the availability of funds before any costs are incurred, whether personal or university funds are used. Should this approval not be obtained, any costs incurred become the obligation of the person or persons authorizing such expenditure.
2. The Internal Revenue Service (IRS) has strict rules and regulations governing taxation and reporting of payments made to Non-U.S. citizens. The citizenship information requested must be provided or this document will not be processed. Refer to the Howard University Nonresident Alien Payment Manual for complete instructions.
3. The employee has the option of receiving a check or cash, and must present a Howard University Employee ID Card at the time of payment.
4. A settlement report form must be completed and returned to the Office of the Assistant Treasurer within ten (10) days after the date of travel. If the required settlement report is not submitted on time, the total amount of the advance will be deducted from the employee's pay check.
5. The employee's account number is required when depositing unused advance funds with the cashier.

Procedures for Requesting Authorization and Obtaining Funds

1. Submit this form to the Office of the Assistant Treasurer at least seven (7) working days prior to the date of the travel.
2. Call the Accounts Payable Department, extension 62324, for date of disbursement.
3. Present a Howard University Employee ID to obtain cash from the Cashier's Office.

Data Required for Computer Processing

1. Enter department account number
2. Enter the appropriate expense code
3. Enter today's date as follows MMDD
4. Employee's name
5. Enter the amount of funds requested
6. Amount of Advance (if applicable)
7. Enter the Social security number of employee requesting the advance