

- Go to <https://financialservices.arizona.edu/form/travel-authorization-form>
- Click the Form Link. It will download a new travel auth form
- Open the form. Fill out the form except for the last two sections. Make sure to take a close look at the Exceptions section and check any box(es) that apply to your travel
 - + DEPT/ORG CODE = **SPLS/2425**
 - + DUTY POST = primary site where you report daily (example: Tucson, AZ)
 - (more form definitions can be found here: <https://policy.fso.arizona.edu/fsm/1400/1410>)
- If you will be traveling internationally, make sure to click the link in the International Travel section to register the travel. After completing the registration, enter your registry number in the space provided below.
- Save the form and send to your accountant for processing