What is the electronic Travel Authorization Form (eTA)?

Tell Me

1. This optional eForm version of the Travel Authorization ("eTA") takes advantage of the workflow routing capabilities within the University’s Imaging System.
2. It can be used by departments to submit three different types of eTAs:
   a. Travel Authorization (most common),
   b. Blanket Travel Authorization or,
   c. Group Travel Authorization.
3. Access the eTA form.
4. Detailed form instructions are available on the eTA.

Note

- The eTA is **not mandatory**.
- All departments have the **option** to use either the eTA or the existing Travel Authorization form located in the latest Travel Forms Package.
- Contact your departmental Business Officer or Fund Administrator for more information on the specific travel-related processes in place for your department or college.

Training

- Go to the Imaging and Workflow Travel & Complex Payments page to access documentation about how to approve an eTA.

Info

Follow the news section on the Financial Services website for the latest information on new travel and other initiatives.

Related Articles

- What is delegated authority for travel reimbursements?
- How do I submit travel documents using the Imaging Document Submission (IDS) eForm?
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- How do I get reimbursed for a business meal that exceeds University subsistence?
- What is the current mileage reimbursement rate used for travel?