

**NON-EMPLOYEE TRAVEL AUTHORIZATION  
For Direct Billing of Travel Expenses Only**

Travel Management Services and Travel Services

\_\_\_\_\_  
(date)

This letter identifies person(s) not employed by The University of Texas at Austin. These person(s) are required to travel for the purpose of conducting business as described below:

Type of Traveler: (LTR): Student (s)  
(mark box) (LTN): Non-Employee (s)  
(LTS): Taxable travel such as prospective employee spousal/family  
(LTP): Prospective employee(s)

Name(s) of travelers: \_\_\_\_\_  
(If more than \_\_\_\_\_  
4, attach list) \_\_\_\_\_  
\_\_\_\_\_

Type of expense: \_\_\_\_\_  
air travel / rental car / lodging\*

Date(s) of travel: \_\_\_\_\_

Location of travel: \_\_\_\_\_  
(city / state or country)

Purpose of travel expenses:

Account #: \_\_\_\_\_

I have signature authority on the above account and permit the charging against the funds for the specific purpose noted above and for only the person(s) noted above.

\_\_\_\_\_  
(Signature authority per GB1 command in DEFINE)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

\*direct billing for lodging is not available through Travel Management or Travel Services