Completing the TA When There is No Cost for the Trip:

1. Complete an online event request through eWeb
2. Collect names of all participants. We do not need IDs.
3. Complete the TA

   Section 1: Traveler & Trip Information
   - Traveler Name = Name of Event Contact or staff advisor if the trip is going out of state.
   - Original TA = Check this box if you are submitting this TA for the first time
   - Title = Title of Student/Staff Driver
   - Official Duty Station = Leave Blank
   - Eastern/Banner ID = Eastern ID Number of Student/Staff Name Listed
   - Date of Request = Today’s date
   - Home/Duty station = Eastern
   - To = Destination Address
   - Depart Date & Hour = Date and time departing Eastern
   - Return Date & Hour = Date and time returning to Eastern
   - Currier Info = University Van, Airline Name, Bus Name, or Rail Name

   Section 2: Object and Necessity of Travel
   - In * box = Organization Name
   - In ** box = Name of Trip as it appears in Event Request

   Section 3: Type of Transportation
   - Select appropriate box for type of transportation
   - Name of Riders = “See attached roster”

   Section 4: Total Cost (Itemized)
   - Leave Blank

   Section 5: Comments Section
   - Leave Blank

4. Signatures:
   - Individual listed under traveler name signs for “Employee Signature”
   - A student organization member signs for “Requestor Treasurer”
   - Advisor signs on the “advisor” line.

5. Attach:
   - Roster of students participating.

6. Submit to Student Activities