Completing the TA When There is a 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. The travel advance check will be made payable to this person.
   - Original TA = Check this box if you are submitting this TA for the first time
   - Title = Title of Student/Staff Driver
   - Official Duty Station = Eastern
   - 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
- Select either box 02 (Conference) or box 09 (Other Activities)
- 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)
- Complete appropriate expense line items and attach appropriate supporting documentation.
- Cross out $0.00 and write total expense.

Section 5: Comments Section
- Banner Index = BAM Index Number
- Account = Leave blank.
- Amount = Total Amount Being Spent on Trip

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:
   - Minutes & Quotes ONLY if there is an expense to the trip (i.e. tickets, parking, etc.).
   - Roster of students participating.
   - W-9 for company if this is a new vendor.

6. Submit to Student Activities