

Airfare purchased with the contract travel agencies, utilizing the Travel Office Credit Card (charges distributed to departments with a monthly journal voucher) must be processed by completing an Airfare Authorization Request (AAR) form.

Airfare Authorization Requests require one departmental approval. (TEA-Travel Expenditure Authority)

Department Authorization: Be sure your department has a faculty/staff member with a Travel Expenditure Authority (TEA) form on file. Without a TEA your travel request cannot move through the authorization process. The Travel Office is unable to authorize the expenditure of funds on your index. To setup department personnel as a **TEA, please complete the Travel Expenditure Authority form available at the following link:** <https://forms.uoregon.edu/form/launch/travel-expenditure-authority>

To complete a new form:

- Access the form by logging on to <https://forms.uoregon.edu> with your Duck ID and password.
- Navigate to Travel forms under Business Affairs, there you will find the AAR form.
- Click “Open” button on the left of the screen and a new form will open.
- Originator completes the Airfare Authorization Request, specifying a department Travel Expenditure Authority (TEA), saves and sends the form to the TEA.
- TEA reviews, makes edits as necessary, and signs.
- BA Travel Office reviews for compliance, approves, sends confirmation to the travel agency. The originator will get an email confirmation.
- The travel agent confirms and tickets.
- Originator receives the electronic ticket.

To access forms in progress and completed AAR forms you have entered or approved:

- Log on to <https://forms.uoregon.edu> with your Duck ID and password
- Scroll to the travel forms.
- The Airfare Authorization Request form is the first one on the list. To the right you will see a green “more info” button, click this.
- Instructions will appear and there will be a grey button that says “browse my requests”. Clicking this button will bring up a list of your Airfare Authorization Request form entries.

Tips and updates for using the Airfare Authorization Request form:

- Fields with an asterisk (*) are required fields. Index and Account Code are required and they are free text fields.
- Please be sure to copy and paste all the information from the travel agency into the itinerary box including the **pricing details**.
- The amount to put into the “Credit Card Charge” box is the total that will be charged to the UO Travel Office credit card for all tickets on the form including the ticket fee.
- Contact phone number should be the originator’s phone number in case of questions.

- The originator can save an authorization in process. Once the authorization has been sent to the TEA, the originator may no longer make edits
- Once an Airfare Authorization Request form has been saved and sent, emails will prompt review and approval.
- Once the Airfare Authorization Request form has been sent to the Travel Agent for confirmation and ticketing, the originator will receive a confirmation email.
- You can add notes to the Activity Log of a request at any time.
- Check the unused ticket report if you think your traveler may have a credit on file with one of the contract travel agencies.
- If you would like another person, who is not the form originator or department TEA, to be able to access the form. After the originator has saved the form, click the “CC” button located under the signature block and input the Duck ID email of the person you want to view the form.

Changes:

- If there are any corrections to the request, please send them to travel@uoregon.edu with a cc to bmillett@uoregon.edu for the Travel Office to process.
- Change fees require a new airfare authorization request with a valid business purpose.
- Fare increases over \$35.00 require a new airfare authorization request.
- For cancellation after authorization of airfare, please contact the Travel Agent and send email notification to travel@uoregon.edu with a cc to bmillett@uoregon.edu