



REQUEST FOR SPOUSE TRAVEL

Faculty and staff whose spouses are asked to travel on University business, at University expense, should have this form completed and approved prior to travel. The form serves to document the business purpose of the trip in accordance with University, Internal Revenue Service, and insurance guidelines (1).

Employee Name/Title (Please Print)	Spouse Name
Department	Campus Telephone No.
Travel Dates	Travel Location (s)

FOAPAL CODES

(*Fields required for data entry (#) identifies the length of the number)

*Fund (6)	*Orgn (5)	*Account (5)	*Program (5)	Activity(5)	Location(4)

Business Purpose of Spouse's Attendance (2):

Employee Signature	Date
Departmental Approval Signature	Approval Name (Please Print)
	Date

- (1) A properly-approved spouse travel form (approved by Dean or VP for faculty/staff or by the President, Executive VP or Provost if an Officer) should be sent to the University Tax Director before departure for determination of the taxability of the potential payment.
- (2) The description of the business purpose must be in sufficient detail to support that the expense is a non-taxable "bona fide business expense" for the University (e.g., attendance as a business participant at a professional conference or function, or involvement in fund-raising activities, where other spouses are involved). Otherwise, travel expenses for a spouse, even if approved by Dean, VP, etc., , must be treated as salary, subject to withholding, on the employee's Form W-2.

CONTROLLER'S GROUP USE ONLY	
Taxable	Non-Taxable