Utah State University
Companion Travel Approval Form

Name of Traveler (employee): ___________________________   Banner A#: ________________
Name of Companion: ___________________________   TA #: ___________   Dates of Travel: ________________

In accordance to Policy 515.3,

1. Is the presence of the companion either essential or beneficial to the University for the accomplishment of a bona fide business purpose.

☐ Yes. Complete Section 2.

☐ No. Stop now. Payment is not allowable under University policy.

2. Dean/Vice President Approval

I certify that:

1. The presence of the companion is beneficial or essential to the University for the accomplishment of a bona fide business purpose.

2. It is in the University's best interest to pay for the companion's travel expenses.

_____________________________   ___________________________   ________________________
Signature of Dean/Vice President   Printed Name   Date

3. The presence of the companion was: (SELECT ONE)

☐ Beneficial. No additional justification is required. Paid expenses will be taxable to the employee and withholding taxes will be deducted from the next available payroll.

_____________________________   ___________________________   ________________________
Signature of Traveler (employee)   Printed Name   Date

☐ Essential. Attach the following documents relating to companion's participation while traveling on University related business.

*Agenda, Calendar, or Schedule of Events detailing the required companion participation.
*Describe the bona fide business purpose that predominantly benefitted the University.
*Describe the significant and substantive business related functions performed by the companion.
*Describe how the presence of the companion was essential to the University.

Completed form and any related documents should be attached to the Travel Authorization/Travel Reimbursement Form.