

SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

TRAVEL AUTHORIZATION FORM

Instructions: Complete all sections pertaining to your request. **Print or Type** all entries. Submit completed form with all necessary approvals to the proper university office. Retain a copy for your records.

NO REGISTRATIONS OR RESERVATIONS SHOULD BE MADE UNTIL ALL APPROVALS ARE OBTAINED

This form is to be submitted to the proper university office at least two weeks before proposed time of departure.

SECTION A: General Information – Complete All Information (Add additional travelers in Section D if applicable)

Name:	Employee ID#:
Title:	Travel Destination:
Campus:	Division/Section:
Begin Date:	End Date:
Mode of Transportation:	
Purpose/Justification for Travel (Benefits to your department):	

<p>SECTION B: Type of Travel (Select all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conference/Seminar * <input type="checkbox"/> Annual Auth. For Routine Travel <input type="checkbox"/> In-State Travel <input type="checkbox"/> Out-of-State Travel <input type="checkbox"/> Weekend Travel <input type="checkbox"/> Vehicle Rental <input type="checkbox"/> Use of Personal Vehicle <input type="checkbox"/> 50% Approval Above GSA Lodging Rate <input type="checkbox"/> Travel Advance <input type="checkbox"/> Other (Please attach explanation) <p><small>*REQUIRED DOCUMENTATION: If reason for trip is a Conference or Seminar, a brochure or agenda is required to be attached to this form.</small></p>	<p>SECTION C: Estimated Expenses Per Traveler</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Airfare Costs:</td><td></td></tr> <tr><td>Car Rental:</td><td></td></tr> <tr><td>Lodging:</td><td></td></tr> <tr><td>Meals:</td><td></td></tr> <tr><td>Other Costs:</td><td></td></tr> <tr><td>Parking:</td><td></td></tr> <tr><td>Personal Car Mileage Costs:</td><td></td></tr> <tr><td>Registration Fees:</td><td></td></tr> <tr><td>Tips:</td><td></td></tr> <tr><td>TOTAL:</td><td></td></tr> <tr><td>Number of Travelers:</td><td></td></tr> </table>	Airfare Costs:		Car Rental:		Lodging:		Meals:		Other Costs:		Parking:		Personal Car Mileage Costs:		Registration Fees:		Tips:		TOTAL:		Number of Travelers:	
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Registration Fees:																							
Tips:																							
TOTAL:																							
Number of Travelers:																							

SECTION D: Additional Travelers

Traveler Name and Employee ID Number	Traveler Job Title

SECTION E: Agency Accounting

FUND	ORG	ACCOUNT	PROGRAM

Availability of Funds Yes <input type="checkbox"/> No <input type="checkbox"/> _____ <div style="text-align: right; margin-right: 50px;"><small>Date</small></div>

SECTION F: Approval Signatures

Applicant Signature	Date	Department Head Signature	Date
Vice Chancellor Signature	Date	Chancellor / President Signature	Date