

# SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

## Southern University A&M College TRAVEL AUTHORIZATION FORM

**Instructions:** Please complete all sections pertaining to your request using the fillable form. Submit complete form including support documentation and approval from your department head to the University's Travel Department. 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 Travel Department at least 30 days prior to the proposed time of departure.*

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

<b>Name:</b>	<b>Employee/Consultant ID#:</b>
<b>Title:</b>	<b>Travel Destination:</b>
<b>Campus:</b>	<b>Division/Section:</b>
<b>Begin Date:</b>	<b>End Date:</b>
<b>Mode of Transportation:</b>	
<b>Name of Event/Purpose for Travel:</b>	

<p><b>SECTION B: Type of Travel (Select all that apply)</b></p> <p><input type="checkbox"/> Conferences/Seminars/Meetings/Trainings/Workshops</p> <p><input type="checkbox"/> In-State Travel (Sales Tax Exempt Form Required)</p> <p><input type="checkbox"/> Out-of-State Travel</p> <p><input type="checkbox"/> Weekend Travel (Saturday and Sunday Travel)</p> <p><input type="checkbox"/> International Travel (President's Approval Required)</p> <p><input type="checkbox"/> Vehicle Rental (Automobile Rental Vehicle Form Required)</p> <p><input type="checkbox"/> Use of Personal Vehicle (map quest, google map, Required)</p> <p><input type="checkbox"/> 50% Approval Above GSA Lodging Rate (Prior approval required from Commissioner)</p> <p><input type="checkbox"/> Recruitment Fairs/Registration</p> <p><input type="checkbox"/> Students: Activities/Events/Recruiting/Scheduled Games</p> <p><input type="checkbox"/> Travel Advances (Payroll Deduction Form/Departmental Invoice Required)</p> <p><input type="checkbox"/> Other (Explanation Required)*</p> <p><small>*REQUIRED DOCUMENTATION: An agenda, itinerary, or flyer are REQUIRED travel documents and should be attached to this form.</small></p>	<p><b>SECTION C: Estimated Expenses Per Traveler</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><b>Airfare Costs:</b></td><td></td></tr> <tr><td><b>Vehicle Rental(s):</b></td><td></td></tr> <tr><td><b>Lodging:</b></td><td></td></tr> <tr><td><b>Per Diem:</b></td><td></td></tr> <tr><td><b>Other Costs (snacks/baggage/tips):</b></td><td></td></tr> <tr><td><b>Parking/Tolls:</b></td><td></td></tr> <tr><td><b>Personal Vehicle Mileage/Gas:</b></td><td></td></tr> <tr><td><b>Registration Fees:</b></td><td></td></tr> <tr><td><b>Ground Transportation:</b></td><td></td></tr> <tr><td><b>TOTAL:</b></td><td></td></tr> <tr><td><b>Number of Travelers:</b></td><td></td></tr> </table>	<b>Airfare Costs:</b>		<b>Vehicle Rental(s):</b>		<b>Lodging:</b>		<b>Per Diem:</b>		<b>Other Costs (snacks/baggage/tips):</b>		<b>Parking/Tolls:</b>		<b>Personal Vehicle Mileage/Gas:</b>		<b>Registration Fees:</b>		<b>Ground Transportation:</b>		<b>TOTAL:</b>		<b>Number of Travelers:</b>	
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**SECTION D: Additional Travelers- please list travelers or use the listing form located on the website.**

Traveler Name and Employee / ID Number	Traveler Job Title
1.	
2.	
3.	
4.	

**SECTION E: Agency Accounting**

FUND	ORG	ACCOUNT	PROGRAM

<b>Availability of Funds</b>
Yes <input type="checkbox"/> No <input type="checkbox"/> _____
Date

**SECTION F: Approval Signatures**

<b>Applicant</b>	<b>Date</b>	<b>Deans/Department Head/Directors/Supervisors</b>	<b>Date</b>
<b>AVP/SR Administrative Operations Officer</b>	<b>Date</b>	<b>Chancellor/President</b>	<b>Date</b>