

SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Southern University Law Center 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 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)

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

<p>SECTION B: Type of Travel (Select all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conference/Seminar/Meeting/Training/Symposium <input type="checkbox"/> In-State Travel (Sales Tax Exempt Form Required) <input type="checkbox"/> Out-of-State Travel <input type="checkbox"/> Weekend Travel <input type="checkbox"/> International Travel <input type="checkbox"/> Vehicle Rental (Automobile Rental Vehicle Form Required) <input type="checkbox"/> Use of Personal Vehicle (map quest, google map, Required) <input type="checkbox"/> 50% Approval Above GSA Lodging Rate (Prior approval required from Commissioner) <input type="checkbox"/> Expungement/Recruitment/Registration <input type="checkbox"/> Other (Explanation Required)* <p><small>*REQUIRED DOCUMENTATION: If reason for trip is a Conference, Seminar Meeting, Training or Symposium, etc. brochure, agenda or flyer 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 (luggage/gas):</td><td></td></tr> <tr><td>Parking/Tolls:</td><td></td></tr> <tr><td>Personal Vehicle Mileage:</td><td></td></tr> <tr><td>Registration Fees:</td><td></td></tr> <tr><td>Ground Transportation:</td><td></td></tr> <tr style="background-color: #e0e0e0;"><td>TOTAL:</td><td></td></tr> <tr><td>Number of Travelers:</td><td></td></tr> </table>	Airfare Costs:		Car Rental:		Lodging:		Meals:		Other Costs (luggage/gas):		Parking/Tolls:		Personal Vehicle Mileage:		Registration Fees:		Ground Transportation:		TOTAL:		Number of Travelers:	
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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"/> _____ Date

SECTION F: Approval Signatures

Applicant	Date	Department Head /Faculty Advisor/Director	Date
Chancellor/President	Date	VC of Finance and Administration	Date