SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

TRAVEL AUTHORIZATION FORM

<u>Instructions:</u> 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.

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

Name: Title:

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.

Employee/Consultant ID#:

Travel Destination:

Begin Date:	Campus:		Division/Section:				
SECTION B: Type of Travel (Select all that apply) Conference/Seminar/Meeting/Training/Symposium* Annual Auth. For Routine Travel In-State Travel (Sales Tax Exempt Form Required) Out-of-State Travel Weekend Travel Use of Personal Vehicle Rental (Automobile Rental Vehicle Form Required) Use of Personal Vehicle 50% Approval Above GSA Lodging Rate Expungement/Recruitment/Registration Other (Please attach explanation)* *REQUIRED DOCUMENTATION: If reason for trip is a Conference, Seminar Meeting, Training or Symposium, etc., a brocchure, agenda or flyer is required to be attached to this form. SECTION D: Additional Travelers Traveler Name and Employee ID Number Traveler Job Title SECTION E: Agency Accounting FUND ORG ACCOUNT PROGRAM SECTION F: Approval Signatures Department Head (Feaulty Addison/Director)	egin Date: End Date:			Mode of T	Mode of Transportation:		
Conference/Seminar/Meeting/Training/Symposium* Airfare Costs: Car Rental: Lodging: Meals: Meals: Other Costs (baggage/gas): Parking/Tolls: Personal Vehicle So% Approval Above GSA Lodging Rate Expungement/Recruitment/Registration Other (Please attach explanation)* TOTAL: Number of Travelers: Number of Travelers: Traveler Name and Employee ID Number Traveler Job Title Traveler Job Title Section F: Approval Signatures Dangetment Head (Equity Advisor/Director) Date Dangetment Head (Equity Advisor/Director) Dangetment Head (Equity Advisor/Director	Name of Event/Purp	ose for Travel:	F no		. 0		
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