

SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Southern University Law Center 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)

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

SECTION B: Type of Travel (Select all that apply)

- ☐ Conferences/Seminars/Meetings/Trainings/Symposium
- ☐ In-State Travel (Sales Tax Exempt Form Required)
- ☐ Out-of-State Travel
- ☐ Weekend Travel (Saturday and Sunday Travel)
- ☐ International Travel (President's Approval Required)
- ☐ Vehicle Rental (Automobile Rental Vehicle Form Required)
- ☐ Use of Personal Vehicle (map quest, google map, Required)
- ☐ 50% Approval Above GSA Lodging Rate
(Prior approval required from Commissioner)
- ☐ Recruitment Fairs/Registration
- ☐ Other (Explanation Required)*

*REQUIRED DOCUMENTATION: An agenda, itinerary, or flyer are REQUIRED travel documents and should be attached to this form.

SECTION C: Estimated Expenses Per Traveler

Airfare Costs:	
Vehicle Rental:	
Lodging:	
Per Diem:	
Other Costs (baggage/gas):	
Parking/Tolls:	
Personal Vehicle Mileage:	
Registration Fees:	
Ground Transportation:	
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 ☐ No ☐ _____
Date

SECTION F: Approval Signatures

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