

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 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)

- Conference/Seminar/Meeting/Training/Symposium*
- Annual Auth. For Routine Travel
- In-State Travel (Sales Tax Exempt Form Required)
- Out-of-State Travel
- Weekend Travel
- 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 brochure, agenda or flyer is required to be attached to this form.

SECTION C: Estimated Expenses Per Traveler

Airfare Costs:	
Car Rental:	
Lodging:	
Meals:	
Other Costs (baggage/gas):	
Parking/Tolls:	
Personal Car Mileage Costs:	
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

