

GRAMBLING STATE UNIVERSITY

E# E00

Request for Authorization to Travel

Approval must be submitted 10 business days prior to each trip using this form for foreign, out of state, and all conference convention travel by employees.

TRAVELER(S) & TRIP

Traveler's Name:

Destination:

G No:

Tier #:

Title:

Departure:

Return:

Date

Time

Department:

Office Ext:

Account # Charged to:

NON-REIMBURSABLE TRAVELERS/NAME & G#:

REIMBURSABLE TRAVELERS/NAME & G#:

PURPOSE OF TRAVEL:

Estimated Expenses				
-	Vehicle rental			1)In state-forward Enterprise Rental Booking form upon receipt of approved Travel Authorization
-	Gas			2)Use Gas Card-in-state rental/Must have approved travel authorization
-	Lodging for		days	3)Use GSU CC or non Travel Cardholder attach hotel confirmations and credit card authorization
-	Meals		days	4)Use Personal funds or Group request cash advance below.
-	Air Fare			5)Use Short's Travel www.shortstravel.com/la
-	Registration			6)Use GSU CC or non Travel Card holders attach Registration documents for University Card Payment
-	Other allowable expenses			7)Ground Transportation, Baggage, Parking, Internet, Telephone, Tips for Baggage and Valet
-	Mileage		\$0.53 /mile	Personal Vehicle-Maximum 99 miles per trip and/or day.
\$ -	Total Estimated Cost			Note: Attach this Approved document to the Travel Expense Account when submitted.
	Advance	Yes		Make payable to :
	Requested?	No		G No.:
				Amount:
Justification for vehicle rental other than Enterprise: Please request vehicle rental from Enterprise 5 working days prior to date of travel.				
If the vehicle is not available, obtain Letter of Non-availability and attach to this document.				
Note: The cost of Collision Damage Waiver (CDW) and Personal Accident Insurance (PI) are not reimbursable expenses. In the event of an accident, the traveler should pay the deductible and claim reimbursement on the expense voucher.				
See State Travel Website for complete guidelines: http://www.doa.la.gov/pages/osp/Travel/Index.aspx				

I certify that expenses charged and incurred will be in accordance with state travel regulations, university policies, and will not be reimbursed by any other source. I am aware that I must provide receipts for all items paid by the Travel Credit Card, CBA and Gas Card (i.e. conference registration, vehicle rental, lodging, and gas). If I cannot provide receipts or other supporting documentation for items paid by the Travel Credit Card, CBA, and Gas Card, the amount is considered a personal expense. I will be required to sign a missing receipt form, and I must reimburse the University for the Total Amount of those charges. I will have two pay periods to resolve the matter or the amount can be deducted from my paycheck.

Traveler's Signature

Date

APPROVED BY:

1.

Budget Unit Head

OR

Grant Director

Date

Activity Director (Title III Only)

2.

Supervisor

OR

Title III Grant Director (if applicable)

Date

3.

Area Vice President

Date

4.

Grant Office

Date

5.

Vice President for Finance

Date