

# GRAMBLING STATE UNIVERSITY

## Travel Documents

Documents
<b>Travel Authorization</b>
<b>Non-Conference Hotel:</b> GSA Rate (required)
<b>Conference Hotel:</b> Proof of Conference Hotel; Hotel Reservation # (required)
<b>Agenda/Flyer</b>
<b>Rental Vehicle Request Form:</b> Rental Info Form; Reservation # (required)
<b>Car Rental Booking Form</b>
<b>Airfare Quote</b>
<b>Registration:</b> Invoice/Evidence of Conference Rate; Copy of paid receipt
<b>Signed Payroll Deduction Form</b>
<b>Recruits Official Visit Form (<i>Athletics only</i>)</b> Required for all official visits involving athletic recruits. Must be completed, approved, and attached to the Travel Authorization prior to travel.
<b>Lodging Overage Approval Letter (if applicable).</b> Required if lodging exceeds the allowable GSA rate. Must include justification for overage and be approved prior to travel.
<b>Approval Letter – Commissioner (if applicable)</b> Required for items needing prior approval from the State Commissioner (e.g., after-the-fact travel requests, certain rental vehicle approvals, or exceptions to State Travel Policy). Must be approved prior to travel or expense reimbursement.
<b>Prior Approval Letter for Larger Vehicles (<i>if applicable</i>)</b> Required when requesting rental of larger vehicles (e.g., SUVs, vans, passenger vans) that exceed the standard vehicle class allowed by State Travel Policy. Must include justification and be approved prior to rental and travel.
<b>Prior Approval Letter – Travel Requests Less Than 30 Days (<i>if applicable</i>)</b> Required if the travel request is being submitted less than 30 days prior to the travel start date. Must include a written justification for the late submission and be approved prior to processing.