

**REQUEST FOR AUTHORITY TO TRAVEL
ON OFFICIAL UNIVERSITY BUSINESS**

Traveler's Name _____ P.O. Box _____ Department _____

Employee ID _____ Date of Trip _____

Purpose of Trip and
Points to be Visited _____

Car Rental
Explanation _____

DEPARTMENTAL CHART OF ACCOUNTS			
SPEEDCHART (5 Digits)	ACCOUNT (6 Digits)	PROJECT, if applicable (3-10 Digits)	AMOUNT
TOTAL			

ESTIMATED COST	
CAR RENTAL (Please explain above)	
AUTOMOBILE	
COMMON CARRIER	
LODGING	
MEALS	
REGISTRATION FEES	
TOTAL ESTIMATED	

<p>PARTIAL PAYMENT APPROVAL</p> <p>_____ is the maximum amount the department will reimburse the traveler.</p> <p>AGREED _____</p> <p align="center">(Signature of Traveler)</p>

<p>TRAVEL REQUEST [] APPROVED [] DENIED</p> <p>Reason For Denial: Insufficient Funds []</p> <p> Incorrect Acct. No. []</p> <p> Unauthorized Signature []</p> <p> Other _____ []</p> <p>Date _____</p> <p>Signed _____</p>

TRAVELER: _____ DATE: _____

DEPARTMENT CHAIR/HEAD: _____ DATE: _____

DEAN/DIRECTOR: _____ DATE: _____

VICE-PRESIDENT: _____ DATE: _____

PRESIDENT: _____ DATE: _____

(President's signature required if out of country)

Prepare Travel Request in Duplicate and submit to the Accounting

Georgia Southern University travel regulations state that a traveler must submit a copy of this approved Travel Request with his/her expense statement when requesting reimbursement. Request for out-of-state travel must be submitted to the Accounting Office fifteen (15) days prior to the trip.