SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

TRAVEL AUTHORIZATION FORM

<u>Instructions:</u> 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.

SECTION A: General Information – Complete All Information (Add additional travelers in Section D if applicable)

NO REGISTRATIONS OR RESERVATIONS SHOULD BE MADE UNTIL ALL APPROVALS ARE OBTAINED

This form is to be submitted to the proper university office at least two weeks before proposed time of departure.

Campus:	Begin Date: End Date: Mode of Transportation: Purpose/Justification for Travel (Benefits to your department): SECTION B: Type of Travel (Select all that apply) Conference/Seminar* Conference/Seminar* Annual Auth. For Routine Travel In-State Travel Weekend Travel Weekend Travel Use of Personal Vehicle Travel Advance Other (Please attach explanation) *REQUIRED DOCUMENTATION: If reason for trip is a Conference or Seminar, a brochure or agenda is required to be attached to fish form. ECTION D: Additional Travelers Traveler Name and Employee ID Number Traveler Job Title ECTION E: Agency Accounting FUND ORG ACCOUNT PROGRAM Venuellae (Passishest Signature) Date Chancellae (Passishest Signature) Chancellae (Passishest Signature) Chancellae (Passishest Signature) Chancellae (Passishest Signature)	Name:		-100	Employee 11	U#:		
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