

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

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

Employee ID _____ Date of Trip _____ Thru _____

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

TRAVELER: _____ DATE: _____

DEPARTMENT CHAIR/HEAD: _____ DATE: _____

DEAN/DIRECTOR: _____ DATE: _____

VICE-PRESIDENT: _____ DATE: _____

PROVOST: _____ DATE: _____

(Provost's signature required for Faculty Out-of-Country Travel)

PRESIDENT: _____ DATE: _____

(President's signature required for Non-Faculty Out-Of-Country Travel)

Submit this form in Duplicate to the Accounts Payable Box 8128

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.