

Southern Arkansas University Tech Travel Authorization Form

Business Office Use Only	
Purchase Order # _____	
Approved Driver	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date _____

Name _____

SAU Tech Employee
 SAU Board Member
 SAU Tech Student
 Guest

Home address _____ City _____ State _____
 Dept. Acct. # _____ Zip Code _____
 Department _____

TRIP INFORMATION

Destination: _____ City _____ State _____
 Purpose of trip _____
 Dates of meeting/official business From: _____ To: _____
 Dates of travel Leave: _____ Return: _____
 Mode of Travel:
 Driving School Vehicle
 Driving Personal Vehicle
 Other _____

ESTIMATED EXPENSES

	Reimbursable to traveler via TR-1	You must fill out a Purchase Requisition form and return it to the Purchasing Agent along with this travel authorization form	Attach a list of all members of the party
	Traveler's Estimated Out of Pocket Expenses	Paid Directly by SAU Tech via SAU Tech Purchase Order	Paid Directly by SAU Tech via SAUT Ghost Credit Card
Transportation			Paid Directly by SAU Tech via Sponsor Credit Card
Meals			
Lodging			
Registration			
Other			
TOTAL		-	

SPECIAL LODGING AUTHORIZATION (To exceed Federal Per Diem Rates)

Requested lodging rate per night (before taxes) _____
 Federal per diem rate allowable for lodging _____
 Explain why it was necessary to exceed the per diem rate for lodging

Conference Hotel
 Per diem rate not available
 Other reason for exceeding per diem rate. Explain below

Special lodging authorization Out of state travel <hr/> <div style="display: flex; justify-content: space-between;"> Chancellor or Designee Date </div>	x	<div style="display: flex; justify-content: space-between;"> Traveler Date </div>
<div style="display: flex; justify-content: space-between;"> Faculty Senate (faculty travel) Date </div>	x	<div style="display: flex; justify-content: space-between;"> Supervisor Date </div>
<div style="display: flex; justify-content: space-between;"> Travel Supervisor (Business Office) Date </div>	x	<div style="display: flex; justify-content: space-between;"> Vice Chancellor/Chancellor Date </div>