

Department of Educational Leadership & Technology Travel Authorization Request *

B.U. # _____ **Exp. Code** _____ **Amt. \$** _____ **Office Use Only: T.A. #** _____

(EL&T Budget code is 48601)

After you have entered amounts for each category, the total amount for expenses can be calculated automatically if you **highlight the cell with \$0.00 and press F9** on your keyboard.

(If you alter any category amount, you must highlight and press F9 again to recalculate the total.)

Name		W#:	
Conference Dates			
From	Date	Time	AM/PM
To	Date	Time	AM/PM
Travel Dates			
From	Date	Time	AM/PM
To	Date	Time	AM/PM
Are you requesting permission to travel on a weekend or a holiday?		Yes/No	
Destination (City, State)			
Purpose of Trip			
Transportation Expenses			
Description	Amount	Description	Amount
Car, Personal @ 58¢ per mile. ***Mileage**		Car, Rental Must complete vehicle rental request form	
Air (Short's Travel)		Bus	
Parking		Shuttle	
Taxi		Other	
Description		Amount	
Meals **			
Lodging **			
Luggage (tips) \$5.00			
Registration Fee			
Miscellaneous - Please describe:			Amount
Misc. - Airline luggage fee			
Misc. -			
Misc. -			
TOTAL EXPENSES ***			\$ 0.00

* Travel Regulations

<http://doa.louisiana.gov/osp/travel/travelpolicy.htm>

<http://www.southeastern.edu/admin/controller/facultystaff/travel/index.html>

** See Meals & Lodging Reimbursement Allowance

Requested By: _____

_____ Date

Department Head Signature (Required) _____

_____ Date

\$0.00
Approved Amount 48601

Travel Authorizations are to be turned in two (2) weeks prior to travel date.

http://www.selu.edu/admin/controller/facultystaff/forms/travel_adv_req_final.pdf (Advance agreement)