



TEXAS SOUTHERN UNIVERSITY
AUTHORITY to TRAVEL FORM

MUST BE COMPLETED AND APPROVED PRIOR TO RESERVING TRAVEL ARRANGEMENTS

Name of Traveler: _____

Name of Department or Office: _____ T Number: _____

Position Title: _____ Last 6 Digits of Travel Card: _____

Date of Departure: _____

Date of Return: _____

Destination: _____

Mode of Travel: [] Air [] Rental Vehicle [] Personal Vehicle
[] University Auto [] Other Transportation _____

Estimated Total Cost of Trip: _____

Identify Travel Type: _____

Explanation and Justification of Trip:

[Empty box for explanation and justification of trip]

Fund: _____ Org: _____

Program: _____ ACTV: _____

A | Estimated Cost Paid by Travel Card
Round Trip Airfare _____
Registration Fees _____
Hotel _____ nights @ _____
Rental Car _____ days @ _____
Meals _____ days @ _____
Parking _____ days @ _____
Taxi/Shuttle & Other Small Transportation _____
Incidentals _____
Total Estimate Travel Paid by Travel Card []

Amounts listed above should not be included in section B

B | Estimated Cost To Be Reimbursed
Round Trip Airfare _____
Registration Fees _____
Hotel _____ nights @ _____
Rental Car _____ days @ _____
Meals _____ days @ _____
Parking _____ days @ _____
Mileage _____ miles @ _____
Taxi/Shuttle & Other Small Transportation _____
Incidentals _____
Total Estimate for Reimbursement []

If Using Travel Card for Meals – Do Not Exceed Per Diem and No Reimbursement is Allowed

Statement and Signature of Applicant and Department Head

"I hereby certify that the purpose of this proposed trip is official business of the University."

Applicant Signature Date

Approval

Department Head _____ Date _____

President _____ Date _____

Dean/Executive Director _____ Date _____

Vice President _____ Date _____

Research Financial Services _____ Date _____

International Travel Only

Vice President Administration & Finance/CFO _____ Date _____

President _____ Date _____

Table with columns: IN STATE, OUT OF STATE, FOREIGN. Rows include codes like 7101 Transportation, 7111, 7102 Mileage, 7112, etc.