

TRAVEL AUTHORITY CHECKLIST

AGENDA OR SCHEDULE

- Always attach evidence of event and business justification.

If you have amounts in any of the following boxes which are also highlighted, the following is the required documentation:

AIRFARE:

- Air Ticket Quote
 - o From Summit or Four Seasons Travel Agents + \$100.00 For Market Flux)

VEHICLE RENTAL:

- Rental Calculations
 - o Based On Contract Rates with Hertz/Enterprise)

MILEAGE:

- Car Cost Comparison
- Mileage Estimate
 - o \$.0.17/Mile over 50 Mile Radius
 - o \$.0.535/Mile under 50 Mile Radius

LODGING:

- Lodging Confirmation

MEALS:

- Meal Estimate
 - o Based on GSA(Out of State) or GA State Per Diem Rate

REGISTRATION:

- Registration Confirmation


OTHER:

- Documentation to Support "Other" Estimations:
 - o Gas for Rental, Taxi/Bus, Airport Parking, Baggage charges, etc...

CASH ADVANCE BOX:

When a travel advance is deemed necessary for an employee who has received prior authority to travel on behalf of the University, advances are limited to estimated expenses for subsistence only. Advances are not provided for expenses (such as registration fees) that can be paid through a requisition, P-Card, or corporate card. Travel advances cannot be made for items that are prepaid or billed directly to the University.

TRAVEL AUTHORIZATION(S) RECEIVED ARE SUBJECT TO OUR 7-10 BUSINESS DAY PROCESSING POLICY FOR PROCESSING.



SAVANNAH STATE UNIVERSITY
(To be completed by Fiscal Affairs)

SAVANNAH STATE UNIVERSITY
TRAVEL AUTHORITY REQUEST FORM

Authorization #: 548-

THIS REQUEST MUST BE COMPLETED AND ALL APPROVALS OBTAINED BEFORE YOU ACTUALLY TRAVEL. THIS FORM SHOULD BE COMPLETED, SUBMITTED FOR APPROVAL, AND FORWARDED TO FISCAL AFFAIRS. DOCUMENTATION TO SUPPORT TRAVEL SHOULD BE ATTACHED TO THE REQUEST FOR AUTHORITY TO TRAVEL FORM (I.E. SCHEDULE, CONFERENCE AT A GLANCE SCHEDULE, ETC...)

Employees must comply with U.S. laws when traveling internationally on institution business. Please complete this form and obtain Presidential approval. In some instances, international travel may require additional approval from the Office of Legal Affairs prior to identify export issues, and thus, should be submitted to the Office of Legal Affairs for review.

All applicable fields must be completely filled in and supporting documentation originals forwarded to BAFA Office for this travel authority request to be processed. Incomplete request will be returned.

TRAVELER INFORMATION			
Name	Test Travel	Employee ID#	1234567
Residence	123 Main Street	Campus P.O.	12345
	Savannah, GA 31404	Dept	Test Dept
	City, State, Zip	Extension	358-0000

TRAVEL INFORMATION			
Estimated Cost	Transportation Mode	Trip Type	
Airfare	<input checked="" type="checkbox"/> Airline	<input checked="" type="checkbox"/> Domestic	<input type="checkbox"/> International
Vehicle Rental	<input type="checkbox"/> Pooled / Rental Vehicle	Destination	Where are you going?
Mileage	<input type="checkbox"/> Personal Vehicle*	Purpose of Trip	Why are you going?
Lodging	<input type="checkbox"/> Other	Date of Departure	2/16/2017
Meals		Date of Return	2/19/2017
Registration			
Other			
Total Travel	\$615.00		

*Only allowed w/ car comparison justification attached before signed approvals obtained.

Per Diem - In State Travel - \$28 per day (\$36 per day for High Cost Areas). For Out-of-State Travel Per Diem Rates for Meals - www.gsa.gov

CASH ADVANCE REQUEST			
Employee Subsistence	ATTENTION Please note: Employee and/or Student & Misc. Cash Advance Guidelines form below has to be signed as well if the "Yes" box is checked.	Cash Advance Requested?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Transportation		Student Related?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Expense (specify)			
Total of Advance:			

APPROVALS				
Please designate ALL source of funding that will be used for this travel				
% or \$Amount	Accounting Detail (i.e. fund, dept, prog, class, grant#)	Dept Mgr/PI Name	Dept Mgr/PI Signature	Budget/Funding Approval
615.00	10000-1000000-10000-10000	Test Manager		

Traveler's Signature

Direct Supervisor Approval Signature

Presidential Approval Signature
(For International Travel)

VPAA Signature
(For Faculty International Travel)

Title III Signature
(If applicable)

Attach Supporting Documentation: Onsite/Receipts

TRAVEL AUTHORIZATION POLICY							
For more information regarding policy, please see State of Georgia & SSI Travel Policy on University Travel Website. For additional information Campus Travel Coordinator at 912-734-4560 or travel@ga-state.edu.							
Amount	Fund	Department	Program	Class	Grant/Project #	Account	Spender/Type

You will be required to verify signature. Please provide and check your email to verify

Last updated 11/2010