

Travel Authorization Request Form

Pittsburg State University

Trip Details	
Employee Name	
Employee Job Title and Dept.	
Employee E-mail Address	
Travel Destination(s)	International Trip Y N
Dates of PSU Business Travel	
Dates of Personal Travel	
Business Purpose of Travel	
Contact Name and E-mail	

Trip Cost Estimate		
Expense Type	Cost	Notes
Total Estimated Cost		

If you intend to rent a car at your travel destination, please provide justification for why local transportation is not being used:

By signing this travel authorization request, I am attesting that:	Departmental Use Only			
<ol style="list-style-type: none"> 1. I have read and understand the travel expense policies related to traveling on official PSU business and will use the most advantageous and economical options for travel expenses 2. This request represents authorization for me to travel on official PSU business and I understand that all expenses related to this trip will be reviewed for compliance upon expense report submission 3. Funding on this form is for departmental information only and is not approved or audited by the Business Office 	Fund	Cost Center	Amount	Approver

Traveler Signature	
Date	

Travel Authorization Approval			
Approver Title	Approver Name	Approver Signature	Date
Supervisor			
2 nd Approver			
Business Office			

Submit completed form to tforms@pittstate.edu