



Louisiana State University
Office of Accounting Services
Accounts Payable & Travel
217 Thomas Boyd Hall

REQUEST FOR AUTHORIZATION TO TRAVEL

AS292

Traveler		LSU ID	
Title	<input type="checkbox"/> Employee	<input type="checkbox"/> Student	
Department			
Phone	Fax	E-mail	
Account #		Destination	
Departure Date		Return Date	
Purpose of Travel			

Travel Estimate (See PM-13 for Allowed Rates)

Estimate	Expense	Qty	Initial	Special Approval Requested and/or Justification for Request
	Mileage @ .44/mile	(# miles)	N/A	N/A
	Vehicle Rental*	(# days)		Justification: _____
	Lodging	(# days)		<input type="checkbox"/> Reimbursement up to 25% in excess of maximum otherwise allowed <input type="checkbox"/> Reimbursement up to 75% in excess of maximum otherwise allowed for areas where the Governor has declared an emergency. Justification: _____
	Meals	(# days)		<input type="checkbox"/> Actual expense reimbursement for meals designated as part of conference <input type="checkbox"/> Reimbursement up to 25% in excess of maximum otherwise allowed. Justification: _____
	Air Fare			* The cost of Collision Damage Waiver (DCW) and Personal Accident Insurance (PAI) are not reimbursable expenses. In the event of an accident, the traveler should pay the deductible and claim reimbursement on an AS300, "Travel Expense Reimbursement Request".
	Registration			
	Other Allowable			
	TOTAL Estimated Cost			

Other Special Approvals Requested:

- Graduate/Medical Students being recruited
- Foreign Travel (all travel outside the 50 U.S. states, District of Columbia, Puerto Rico, and the U.S. Virgin Islands).
Were U.S. Department of State rates requested? Yes No
- Extension of Temporary Assignment beyond 30 days

APPROVALS	Signature	Printed Name	Date
Traveler			
Department Head			
Dean/Director			
Vice Chancellor **			
Provost ***			
Associate Vice Chancellor			

Notes: The Traveler cannot approve this form. This approved document must be attached to the AS300 when submitting for reimbursement.
 ** Optional, at the discretion of the administrator, unless approving travel as immediate supervisor, when signature would be required.
 *** Required only for foreign travel.