



Travel Request
For Advance Authorization to Travel and/or Standing Authorization to Travel

INSTRUCTIONS

1. This form is to provide advance authorization to travel for employees and/or non-employees who are not using the online Travel Management System (TMS).
2. This form is also to provide standing authorization for multiple trips within a specific fiscal year and range of time (as designated by the Travel Start and End Dates below).
3. This form must be completed for every budget area (SpeedChart) that is impacted by the authorized travel.
4. This form must be completed and approved prior to any travel outside the State of Georgia or overnight travel in Georgia, with the exception of domestic travel that includes only meal and/or mileage expenses unless the traveler's Department requires the form for the latter purposes.
5. Travelers must retain the original copy of the signed form for a period of three (3) years.
6. Travelers must provide a scan of this signed form to their Department's Business Manager/Business Operations Professional, or other designee as required by their Department.
7. Travelers must attach a scan of the original signed form when they submit their travel expense report.
8. Approval of the estimated travel expenses on this form does not imply automatic approval of the individual expenses, but serves the purpose of approving the travel and determining the sufficiency of funds within the Department's budget. Actual reimbursement is made based on the legitimacy of the individual items submitted on the traveler's expense report.
9. Employees are ultimately accountable for the accuracy of their travel request, cash advances, expense reports, reimbursements and all required receipts.
10. For questions concerning travel policies, please email: travel@kennesaw.edu.

TRAVELER INFORMATION

Last Name: Carmichael	First Name: Sharon	Middle Initial: T.
Position Title: Assistant Professor of Art	Department: Department of Art and Design Your KSU home Department	
Office/Main Phone Number: 470-578-1234	Office/Main Email Address: scarmichael@kennesaw.edu	

TRAVEL INFORMATION

Airfare Amount:	\$ 1,200.00	Travel Start Date: 5/1/2016	Travel End Date: 5/20/2016	Type of Request (check all that apply):	Trip Type (check all that apply):
Car Rental Amount:	\$ 0.00	Request Name: France Travel Request Trip Name		<input type="checkbox"/> Standing Authorization <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Non-Employee (KSU funded) <input type="checkbox"/> To Document Off-Campus Travel	<input type="checkbox"/> Domestic <input type="checkbox"/> International <input type="checkbox"/> Recruiting <input checked="" type="checkbox"/> Study Abroad
Hotel Amount:	\$ 850.00	Purpose: To direct an education abroad program			
Dining Amount:	\$ 1,500.00	Comments (provide Other Information for your Department here:)		Additional Information: <input type="checkbox"/> QEP <input type="checkbox"/> TOSS <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer	
Miscellaneous Amount:	\$ 700.00				
Pre Paid Registrations Amount:	\$ 0.00	Remember to check the appropriate boxes.			
Total	\$ 3,550.00				

APPROVALS

SpeedChart: A000123	Allocation % or \$ Amount: 100	Department Manager or PI Name: Iyonka Strawn-Valcy	Department Manager or PI Signature: Education Abroad will sign here if your program is administered by EAO
SpeedChart:	Allocation % or \$ Amount:	Department Manager or PI Name:	Department Manager or PI Signature: If your program is receiving funds from an account outside of
SpeedChart:	Allocation % or \$ Amount:	Department Manager or PI Name:	Department Manager or PI Signature: Education Abroad, the holder must sign here and list the amount funded.
Supervisor Name (or note "SAME" if same as Department Manager above): Bob Smith		Date: 3/20/216	Supervisor's Signature (or note "SAME" if same as Department Manager above): Your immediate supervisor signs here
Employee Name: Sharon Carmichael		Date: 3/20/2016	Employee Signature:

In the Travel Information Section above, you must include all of your estimated expenses. If you are traveling by yourself and will not be paying any student expenses, list your own estimated program expenses. If you will be traveling with students, you must list the estimated costs for all program related expenses.