

REQUEST FOR AUTHORIZATION TO TRAVEL

AS292

This form must be completed and approved prior to making any travel reservations.

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

Section A - Estimated Expenses (Refer to PM-13 for rates)

Expense	Qty	Amount
Airfare	-	
Registration Fees	-	
Mileage	Miles	
Meals (Per Diem)	Days	
Misc & Incidental	-	

Expense	Qty	Amount
Meals (Conference)	Meals	
Lodging (Routine)	Days	
Lodging (Conference)	Days	
Vehicle Rental	Days	
Total Travel Estimate		

Section B - Additional Reimbursement Details & Required Special Approvals/Justification

Expense	Description	Approval of	Initials
Meals (Conference)	Meals designated as intergral part of conference (attach a copy of the conference brochure).	Direct Supervisor/ Department Head	
Lodging (Routine) *	Up to 50% in excess of maximum otherwise allowed.	Department Head	
Lodging (Conference)	Actual for Conference Lodging (conference brochure stating hotel and nightly rate must be attached).	Department Head	
Vehicle Rental **	<input type="checkbox"/> Compact <input type="checkbox"/> Mini-van <input type="checkbox"/> Full-size <input type="checkbox"/> Van <input type="checkbox"/> Mid-size/Intermediate <input type="checkbox"/> Other _____	Department Head	

* Justification Required

** Justification Required

Unauthorized individuals should not be transported in University-owned or rental vehicles. Refer to PM-13 for exceptions to this policy.

Section C - Other Special Approvals Requested

- Foreign Travel All travel outside the 50 US states, District of Columbia, Puerto Rico, US Virgin Island, American Samoa and Guam. Are US Dept of State rates being requested? Yes No
Note: The US Dept of State website should be checked for Travel Warnings to this destination.
- Travel > 30 Days Extension of Temporary Assignment greater than 30 days (attach itinerary/travel plans).

APPROVALS	Signature	Printed Name	Date
Traveler			
Department Head			
Dean/Director			
Vice Chancellor ¹			
Provost ²			
Assoc VC, Acct Services ³			
Chancellor ⁴			

Notes:

The Traveler cannot approve this form. The approved AS292 must be attached to the AS300 when submitting for reimbursement.

¹ Optional, at the discretion of the administrator unless approving travel as a Direct Supervisor.

² Required for "Foreign Travel".

³ Required for "Travel > 30 Days" (applies to meals and/or lodging reimbursements).

⁴ Required for direct reports of the Chancellor.