

Glenville State University Travel Authorization Form

Date of Request:		Travel Dates:		TA #	
Name of Traveler (Group):					
Name of Unit:		Unit P-Cardholder:			
Destination & Purpose of Travel:					
Type of Vehicle: (State, Personal, Rental, Other)					

Travel Details

Description	Vendor Name (where Applicable)	Unit Price	QTY	Extended Price
Airfare				
Vehicle Rental				
Lodging				
Meals				
Gratuities				
Parking				
Tolls				
Gas/Fuel				
Shuttle Service				
Baggage Fees				
Registration Fees				
Charter Bus Service				
Mileage Reimbursement				
Other				
Other				
Other				
Total:				

Funding Information

Fund	Sub-Fund	Unit	Object	Sub-Object	Amount

Required Signatures

Approved By:			Approved By:		
Unit Head or Area Vice President		Date	Grants & Compliance Director (if grant funded)		Date
Approved By:			Approved By:		
Travel Coordinator		Date	Controller: Andrew Metheny		Date
		Approved By:			
		CFO- Timothy Henline		Date	

The Controller and/or the Chief Financial Officer's signature signifies that the travel expenses listed herein may be arranged, purchased and/or paid for by the Unit P-Card Cardholder (preferred) or the Accounts Payable Office. Note: Travel Reimbursements must be processed by the GSU Travel Coordinator.