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				$ 0.00
Vehicle Rental				$ 0.00
Lodging				$ 0.00
Meals (GSA Per Diem)				$ 0.00
Parking				$ 0.00
Tolls				$ 0.00
Gas/Fuel				$ 0.00
Registration Fees				$ 0.00
Transportation service (Uber,Lyft, Etc.)				$ 0.00
Baggage Fees				$ 0.00
Charter Bus Fees				$ 0.00
Mileage Reimbursement				$ 0.00
Other				$ 0.00
Other				$ 0.00
Other				$ 0.00
Other				$ 0.00
	Total:			$ 0.00

Funding Information

Fund	Sub-Fund	Unit	Object	Sub-Object	Function Code	Amount
						$ 0.00
						$ 0.00
						$ 0.00

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 Metheney**	**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.

REVISED- January 2026