

**REQUEST FOR AUTHORIZATION TO TRAVEL FOR NON-WORKERS LSUS AS516**

This form must be completed and approved prior to making any travel reservations for all non-employees.

<b>DEPARTMENT</b>		<b>REQUEST DATE</b>	
<b>CONTACT</b>		<b>PHONE</b>	

<b>TRAVELER NAME</b>					
<b>MAILING ADDRESS</b>					
<b>TYPE</b>	<b>GUEST</b>	<b>INTERVIEWEE</b>	<b>CONTRACT VENDOR</b>	<b>STUDENT</b>	<b>PARTICIPANT</b>
<b>PHONE</b>			<b>EMAIL</b>		
<b>DEPARTURE DATE</b>			<b>RETURN DATE</b>		
<b>CITY OF ORIGIN</b>			<b>DESTINATION</b>		
<b>PURPOSE OF TRAVEL</b>			<b>DOES TRAVEL INCLUDE PERSONAL TRAVEL?</b> Yes No		
			If yes, please disclose the personal dates and travel destination(s). Travel costs may be limited to the lesser of a lowest logical airfare or prorated amount.		

FOREIGN AND EXTENDED TRAVEL				
<b>DOES YOUR TRIP INCLUDE FOREIGN TRAVEL?</b> (OUTSIDE OF THE 50 UNITED STATES, PUERTO RICO, US VIRGIN ISLANDS, AMERICAN SOMOA, OR GUAM)			<b>YES</b>	<b>NO</b>
If YES, please answer the following questions.				
Are U.S. Department of State rates being requested?			Yes	No
Is there a U.S. Department of State Travel Warning or Alert at this destination? Please refer to the "LSU Restricted Regions List" on the LSU AP & Travel website.			Yes	No
<b>IS THIS TRAVEL REQUEST FOR MORE THAN 30 DAYS?</b>			<b>YES</b>	<b>NO</b>

REQUIRED SPECIAL APPROVALS & JUSTIFICATIONS				
<b>CONFERENCE MEALS</b> – meals designated as an integral part of a conference			<b>YES</b>	<b>NO</b>
<b>LODGING (Routine)</b> – up to 50% in excess of maximum of per diem			<b>YES</b>	<b>NO</b>
Justification				
<b>VEHICLE RENTAL</b>			<b>YES</b>	<b>NO</b>
Compact			Mid-Size/Intermediate	Full Size
Mini-Van			Van	Other
Justification				

ESTIMATED EXPENSES			
EXPENSE	QTY	AMOUNT	CBA ACCT*
Airfare	-		
Mileage	miles		
Vehicle Rental	days		
Lodging	days		
Meals (per diem)	days		
Registration Fees	-		
Misc. & Incidentals	-		
<b>TOTAL ESTIMATED EXPENSES</b>			

<b>APPROVALS</b>		
Account Work Tag		
<b>Cost Center Manager</b>		
Signature	Printed Name	Date
<b>Dean/Vice-Chancellor</b>		
Signature	Printed Name	Date
<b>Chancellor</b>		
Signature	Printed Name	Date

\*Expense will be charged to LSU CBA account.

Required for International Travel and Travel over 30 days.