

INSTRUCTIONS FOR TRAVEL FORMS

TRAVEL AUTHORIZATION

1. In “Full Name of Event, Purpose of Travel” please write a description of your travel purpose. **Do not use abbreviations.** Attach any supporting documentation.
2. Please list who or how your missed classes will be covered during your travel.
3. Leave the “Account to Charge” section blank.
4. Sign, date, and give or email to the Business Manager.
5. If you are requesting for airfare to be directly paid by GSU, once the PM# is generated, the Business Manager will provide you with the information to do so.

TRAVEL EXPENSE STATEMENT

1. Form must be completed within 2 weeks of your travel being completed.
2. Detailed instructions are on the 1st tab of the form.
3. All original receipts must be submitted. No copies.
4. All receipts (hotel, airfare, conference registration) must state the following:
 - a. amount paid and/or a 0.00 balance
 - b. your name
 - c. method of payment
 - d. last 4 digits of card used
 - If any of these items are missing from your receipts, you will need to provide a print out of the charge from your debit/credit card statement. Most people retrieve this online instead of waiting to receive official statements in the mail.
5. Meal per diems - Please reference the GSA Per Diem link. Instructions to calculate are on the 1st tab of the expense form. You do not submit receipts for meals. Please see Business Manager if further information is needed.
6. Hotel receipts:
 - If your hotel cost exceeds the per diem amount for that location (including taxes, but minus internet fees, room service fees, etc.) you will need to include a brief memo justification explaining why you stayed at this hotel and not the conference site.
 - Internet charges at hotels should be separated out in the “Miscellaneous Travel Expense” section of the form.
7. Conference registration receipts:
 - Do not include registration expenses on travel expense statement. Submit receipt separately to Business Manager. This reimbursement is processed differently.
8. Submit completed expense statement and all applicable receipts to the Business Manager.