

Travel Authorization

Travel Authorization number _____

 Employee Non-employee Student

SECTION I • Travel information

Name of traveler _____ Employee/Datatel ID# _____

 For the purpose of _____
*Must be more specific than University business, attending conference, seminar speaker or research. *DETAILS REQUIRED**

Duration of trip: From (month/day/year) _____ To (month/day/year) _____

Destination of trip: From (location) _____ To (location) _____

SECTION II • Method of travel

-
- Enterprise vehicle
-
-
- Airplane
-
-
- Personal vehicle
-
-
- Other - Explain _____

State of South Carolina regulations provide “that in traveling on business of the University, Faculty and Staff are required to use the most economical mode of transportation.” Please refer to the Coastal Carolina University Policies and Procedures Manual for the maximum travel expenses allowed.

SECTION III • Estimated cost

	Amount
Transportation (includes Enterprise vehicle)	\$
Meals and lodging	\$
Other expenses (i.e., parking, gas receipts for Enterprise vehicles, reg. fees, etc.) Explain: _____	\$
Estimated total cost	\$

 Check items to be prepaid – Attach form Registration Other- Explain _____

SECTION IV • Account(s) to be charged

Fund	Activity	Object	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Contact person for travel related questions _____

SECTION V • Approval

Department Head/Dean _____ Date _____

Other required approval _____ Date _____

Office of the Controller _____ Date _____

If trip plans are altered after submission of this form, the Accounts Payable Office must be notified. The travel expense voucher for reimbursement should be submitted within seven (7) days after return to campus. Original lodging receipts must be attached to the travel expense voucher (copies of charge card receipts CANNOT be accepted in lieu of the detailed lodging receipts). Be sure to obtain other receipts whenever practical and attach them to your voucher. The University reserves the right not to reimburse expenditures without receipts.