

CLARK ATLANTA UNIVERSITY TRAVEL REQUISITION/AUTHORIZATION

This form must show signature approval by authorized University official(s) and the form must be submitted to the Purchasing Office prior to finalizing any travel arrangements. Retain duplicate copy from the Purchasing Office to submit with your Travel Expense Report. A Travel Expense Report must be filed within seven (7) calendar days after returning from the trip. If the trip is canceled, the Accounting Office and the travel agency booking the travel should be notified and the advanced draw check or the amount of the advance must be returned immediately.

BUDGETARY CODING MUST BE COMPLETED REQUISITION/AUTHORIZATION NO.:									
INDEX:		FUND:		ORG:	 ACCT:		PROG:	AMT.	
						Т	'otal		\$

Name and Title		<u>Cost Items</u>	Traveler's Out-of Pocket Costs (A)	Pre	ts to be paid by ersity (B)	Total Estimated Cost of Entire Trip (A+B)
Title/Status		Air Fare + Travel Agency's Fee				
Guest's, Student's, or Employee's #		Rental Car				
Traveler's Address:		Privately Owned Vehicle \$/mi				
		Airport Parking				
		Lodging				
Dept/Div/School		Hotel Parking, if applicable				
Telephone #, FAX # & email address	Tel: FAX: Email:	Meals (Per Diem)				
Travel Destination(s)		Registration				
Trip Dates		Miscellaneous : other business expenses				
Time of Departure & Time Return		Total Estimated Cost				
For Purcl	For Purchasing Office Use Traveler's Advance Reque		ce Requested: \$			
P.O. Number: P.O. Number: P.O. Number:	, Amt. \$, Amt. \$, Amt. \$, Amt. \$ _, Amt. \$	 After all approvals, Purchasing Office. desired. Allow 14 c Advance Check Re 	If an Advance Chec calendar days to pro	ck is	Advance A Check No. Amount: Date:	Acct: <u>110000.1210</u> .:

DESCRIPTION AND JUSTIFICATION FOR TRAVEL: _

I certify that I have read and understand the travel policy governing this document and all costs proposed are reasonable and necessary. I authorize the University to withhold from my payroll check any portion of the travel advance not supported by my travel expense report that is not reconciled 30 days after the return from official travel.

	/ .		
Traveler's Signature	Date		
APPROVED BY:			
	/	/	
Dept. Head/Project Director's Ap	pproval Signature, Date	Dean/ VP's Signature	Date
	/	/	
Executive VP Approval Signatur	e (Foreign Travel), Date	Grants & Contracts or Accounting Offic	e Date
CAU -PUR-4 (02/15/2008)			