



Portland State
UNIVERSITY
PSU TRAVEL AUTHORIZATION

Travel reimbursement request due to BAO no later than 60 days following the last date of travel

DATE (mm/dd/yy) _____

NAME OF TRAVELER:	DESTINATION/DEPARTURE AND RETURN			
PSU ID #:	Date (mm/dd/yy)	Time (hh:mm)	From	To
Employee <input type="checkbox"/> Yes <input type="checkbox"/> No				
TRAVELER SIGNATURE:				
Signature _____ Date _____				

I certify that this trip is necessary; that required monies are budgeted and allotted for expenditures; that the trip is in accord with all relevant travel regulations.	Contact Person & Extension	Mail Code/Email
--	----------------------------	-----------------

AIR (coach) <input type="checkbox"/> Uniglobe <input type="checkbox"/> Azumano <input type="checkbox"/> Journeys Non-Contract Agency <i>(Justification required)</i>	Amount
Agency Address: _____	

GROUND TRANSPORTATION & MISC. EXPENSES (Itemize) <input type="checkbox"/> Car Rental <input type="checkbox"/> Motor Pool <input type="checkbox"/> Shuttle/Parking	Other (Specify)	Amount
---	-----------------	---------------

CONFERENCE REGISTRATION (Attach form) Address: _____	Deadline Date (mm/dd/yy)	Amount
<input type="checkbox"/> Paid by PSU VISA? <input type="checkbox"/> Paid by Personal VISA?		

LODGING	Deadline Date (mm/dd/yy)	Dates Thru	# of Nights	Rate (incl tax)	Amount 0.00
Address: _____		Phone #: _____		<input type="checkbox"/> Paid by PSU VISA? <input type="checkbox"/> Paid by Personal VISA?	
<input type="checkbox"/> Conference-site Brochure attached?					

ALLOWABLE MEALS (Exclude meals covered by Conference Registration)	Day(s)	PerDiem X	=	0.00	Total Amount 0.00
---	--------	-----------	---	------	--------------------------

PURPOSE OF TRIP:

INDEX	ACCOUNT CODE	28601	AMOUNT	Total Trip Amount 0.00
INDEX	ACCOUNT CODE	39	AMOUNT	
INDEX	ACCOUNT CODE	39	AMOUNT	Budget & BO Approval
INDEX	ACCOUNT CODE	39	AMOUNT	

DEPARTMENT APPROVAL (REQUIRED)	RESEARCH ACCOUNTING APPROVAL (IF GRANT)
Signature _____ Date _____ Print Name & Title _____	Signature _____ Date _____ Print Name & Title _____