Clear Form

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

New Orleans Campus

Prior Approval Request for Travel

(Check One) ☐ International ☐ Domestic ☐ Recruitment

LSUMC Employee/Student ☐ Yes ☐ No

Name of Traveler

SSN or EMPLID

Department

US Citizen/Permanent Resident ☐ Yes ☐ No

Destination #1

Destination #2

Date of Request

Dates of Travel to

Mode of Travel ☐ Personal Car ☐ Airplane ☐ Other **Dates of Travel** to

Purpose:

Estimated Travel costs (Include all Expenses)		**Total Estimated Cost**
Registration Fee *	$	
Transportation		
Lodging		
Meals		
Miscellaneous		
Other		
Total	$	0.00

	Funding Source #1	**Funding Source #2**
Fund		
DeptID		
Program		
Class		
ProjectID		

The following must be completed for Travel on Federal Grants -

I certify that the above requested travel is directly associated with the Federal grant indicate and will benefit from my participation for the following reason:

Travel Advance Req ___ **Yes $**

Traveler's Signature: **Date**

Auto Rental Requested ___ Yes - Estimated Cost **$** Number of Days

Automobile Type: ☐ Compact ☐ Full Size Sedan ☐ Other

Justification:

Approved
Chancellor (or designee) Date

(Only the cost of rental of sub-compact or compact models is reimbursable, unless non-availability is documented or the vehicle will be used to transport 3 or more persons.)

Request for Variable Allowances (Check one or more)

☐ To exceed the established non-conference/meeting/training seminar lodging & meal rates by no more than 25% (documentation required).

☐ To exceed the established conference/meeting/training seminar lodging & meal rates by no more than 25% (applies only to a designated conference/meeting/training seminar hotel, documentation required).

Justification:

Approved
Chancellor (or designee) Date

Approved According to University Regulations

Department Head Date Chancellor (or designee) (For International Travel) Date

Dean/Administrative Officer Date

* If registration fee paid with LaCarte, type “P-card” in the space provided (a dollar figure should not be included)