



EMPLOYEE SPEND AUTHORIZATION ATTACHMENT

AS292-A

This form must be completed and attached to the Spend Authorization prior to making any travel reservations.

Traveler	Title		
Type	<input type="checkbox"/> Employee	<input type="checkbox"/> Student Employee	<input type="checkbox"/> Graduate Student Employee
Contact	Phone	E-mail	
Departure Date	Return Date		
Purpose of Travel			
Destination (City, State and/or Country is required) From: To:		Does travel include personal travel days? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please disclose the personal dates and travel destination(s). Travel costs may be limited to the lesser of a lowest logical airfare or prorated amount. (See PM-13)	

Section A - Foreign Travel (Applies to all travel outside the 50 US States, District of Columbia, Puerto Rico, US Virgin Island, American Samoa, & Guar.)

• Are US Dept of State rates being requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Is there a US Dept of State Travel Warning or Alert for this destination? - Please refer to the "LSU Restricted Regions List" on the AP & Travel website. - If yes, complete additional required forms per the High Risk Travel procedures in place for your campus. - If yes, the Cost Center Manager must add the appropriate Adhoc Approver as listed in PM-13, Appendix B.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section B - Travel Greater than 30 days

• Is the travel greater than 30 days? - If yes, the Cost Center Manager must add the appropriate Adhoc Approver as listed in PM-13, Appendix B.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Section C - Required Special Approvals/Justification

Expense	Description	Please check Yes or No
Meals (Conference)	Meals designated as intergral part of conference	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lodging (Routine) *	Up to 50% in excess of maximum otherwise allowed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle Rental **	<input type="checkbox"/> Compact <input type="checkbox"/> Mid-size/Intermediate <input type="checkbox"/> Full Size <input type="checkbox"/> Mini-van <input type="checkbox"/> Van <input type="checkbox"/> Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
* Justification Required _____		
** Justification Required _____		