

# GUEST TRAVEL AUTHORIZATION

Traveler's Name/Title/Company or Organization:

---

Dates & Purpose of Travel:

---

Estimated Total Cost & Funding Source:

---

**Types of travel expenses (provide estimated costs per item):**

\_\_\_\_\_ Lodging (Hotel name \_\_\_\_\_)

\_\_\_\_\_ Airfare (\_\_\_ charged to college OR \_\_\_ paid for personally)

\_\_\_\_\_ Fleet Services vehicle rental

\_\_\_\_\_ Mileage

\_\_\_\_\_ Per diem

\_\_\_\_\_ Other (describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that I am the appropriate employee with budgetary authority for the traveler and that this travel is for official business and authorized.

**Approval signature:**

**Date:**

\_\_\_\_\_

**IMPORTANT: Oklahoma car rentals can't be reimbursed if paid for personally. If a rental car is needed for the guest, contact Rachel Eikenbary who can arrange for a vehicle through Fleet Services. Rachel can also arrange lodging and airfare if needed. Lodging must be at the federal rate unless a designated lodging form is completed & approved prior to visit. Airfare can only be paid at the coach rate.**