JSU Travel Request Form Instructions

1. Select the destination (In State, Out-Of-State or International) and whether or not a Travel Advance is also being requested. If you are a part of Athletics, select that regardless of destination.

2. Enter the following information for the traveler:
   a. Their name, J#, email address and phone number
   b. Department Name
   c. Travel Dates
   d. Destination(s)
   e. Purpose of Travel – Include the Conference or Event name if applicable

3. Enter the funding source information:
   a. Index or Fund
   b. Org Code
   c. Program Code

4. If you are purchasing airfare by researching yourself and submitting two quotes, enter the traveler's date of birth so that the Travel Office can purchase the ticket as soon as the travel is approved. Make sure that the name listed on the request form matches the traveler's identification card that will be used during the trip.

5. Enter all costs of the trip:
   a. Enter estimated costs for meals and other out of pocket expenses in the 'Reimbursable to Traveler' column.

   b. Enter any expense for which you have done a requisition that will yield a PO and check in the 'Pre-Paid' column. Be sure to list the requisition number at the top of the column. When the travel request is approved, attach it in PAWS and send the requisition through approvals. THIS IS NOT THE PREFERRED METHOD OF PAYMENT FOR TRAVEL COSTS BECAUSE IT TAKES A LOT OF TIME. ONLY USE IF NECESSARY.

   c. Enter costs that will be paid by the Travel Office's credit card in the 'JSU Travel Credit Card' column. THIS IS THE PREFERRED METHOD OF PAYMENT FOR TRAVEL COSTS. These could include:
      i. Airfare either through a travel agent or quoted by the traveler.
      ii. Lodging – When making the online reservation, be sure to confirm the reservation with a personal credit card. When the travel request reaches the Travel Office, we will contact the hotel and replace the personal card with the university's credit card.
         1. If an advance deposit is required for the hotel, please pay for this with a personal credit card and list that cost in the 'Reimbursable to Traveler' column and the rest of the cost in the 'JSU Travel Credit Card' column. You can make the request for reimbursement as soon as the travel is approved, prior to the trip.
      iii. Conference Registration – Be sure to include support with the travel request.

d. Enter the costs that the traveler is request a travel advance for in the 'Travel Advance' column.

e. Enter the costs, if known to the traveler, being paid for by an external sponsor of the trip.

f. Do not enter data in the 'TOTALS' column.

6. Read the certification statement. Traveler signs the form in the #1 space and forwards to the next approver.

7. Traveler or their supporting staff must monitor the travel request as it routes through needed approvals to ensure that it reaches the Travel Office.

The approved travel request form should be emailed to travel@jsums.edu and be accompanied by support for every cost – airfare quotes, lodging confirmation, conference registration information and other items as needed. If unsure on whether to include a document, go ahead and include it so that the travel is not delayed should an approver require it.