



LOUISIANA STATE UNIVERSITY

Louisiana State University  
Office of Accounting Services  
Accounts Payable & Travel  
217 Thomas Boyd Hall

**SPEND AUTHORIZATION ATTACHMENT**

**AS292-A**

**This form is a required attachment to the Spend Authorization only if any of the three criteria below applies:**

Traveler Information				
Traveler		Title		
Employee	<input type="checkbox"/> Employee	<input type="checkbox"/> Student Employee	<input type="checkbox"/> LSU Graduate Student	
Non-Employee	<input type="checkbox"/> Guest	<input type="checkbox"/> Interviewee	<input type="checkbox"/> Contract Vendor	
	<input type="checkbox"/> Participant	<input type="checkbox"/> LSU Undergraduate Student	<input type="checkbox"/> LSU Graduate Student	
Contact		Phone	E-mail	

Business Travel	
Departure Date	Return Date
Destination (City, State and/or Country is required)	
From:	To:
Purpose of Travel:	

1. Personal Travel Dates/Destination
<ul style="list-style-type: none"> <li>Does travel include personal travel days? <input type="checkbox"/> Yes <input type="checkbox"/> No           <ul style="list-style-type: none"> <li>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 a prorated amount. (See PM-13)</li> </ul> </li> </ul>

2. Foreign Travel – US Department of State Travel Advisory
<i>(Applies to all travel outside the 50 United States, District of Columbia, Puerto Rico, US Virgin Islands, America Samoa, &amp; Guam)</i>
<ul style="list-style-type: none"> <li>Is there a US Department of State Travel Advisory Level 3 or 4 for the destination? <input type="checkbox"/> Yes <input type="checkbox"/> No           <ul style="list-style-type: none"> <li>If yes, complete additional required forms per the High Risk Travel procedures in place for your campus.</li> <li>If yes, the High Risk Travel forms must be approved and attached to the Spend Authorization prior to submission.</li> </ul> </li> </ul>

3. Travel Greater than 30 days
<ul style="list-style-type: none"> <li>Is the travel greater than 30 days at one business location? <input type="checkbox"/> Yes <input type="checkbox"/> No           <ul style="list-style-type: none"> <li>If yes, the Cost Center Manager must add the appropriate Ad Hoc Approver as listed in PM-13, Appendix B.</li> </ul> </li> </ul>