

Travel Authorization Application Guideline

All travel requests must be authorized by the required signatures prior to making flight/hotel/conference arrangements. Submit your application to all the required areas for approval. Any travel expenses submitted without an authorized travel application may be denied.

Domestic Travel

1. Applicant to complete and sign the travel authorization form (attach check requests for travel advance, if needed)
2. Obtain signature of supervisor as needed (e.g., VP, Chair, Dean), if approved continue to the next step.
3. Submit the signed form to the Vice President of your department for approval (if applicable)
4. Forward the approved travel form to the Accounting office.
5. Upon the conclusion of your trip, submit an Expense Report with original receipts to the Accounting office.

International Travel

1. Applicant to complete and sign the travel authorization form (attach check requests for travel advance, if needed)
2. Applicant to check the U.S. Department of State **International Travel Advisory** website at (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) and attach a print-out of the 'Travel Warning' to your application.
3. All applicant travelers to complete and attach the **AIU Short Term Insurance Application** (http://www.lasierra.edu/departments/riskandsafety/pdfs/sttravel_app.pdf) with the applicable fees.
4. Obtain the signature of supervisor as needed (e.g., VP, Chair, Dean), if approved continue to the next step.
5. Submit the signed form and all attached documents to the Vice President for department approval.
6. The VP will take the *Travel Authorization Application* to the Executive Committee for final approval.
7. Once the committee approves the applicant's international travel, the committee's secretary will notify the applicant; forward the approved application to the Accounting office; forward the completed AIU insurance form for processing to the LSU office of Risk Management.
8. The LSU office of Risk Management will process the completed AIU insurance forms and will forward the documents to the office of Adventist Risk Management.
9. As part of your travel arrangement, please *register* your trip with the U.S. Embassy or Consulate nearest your destination before arrival in-country and keep the Embassy or Consulate informed of your whereabouts while in-country. This should be done online: <https://travelregistration.state.gov/ibrs/home.asp>
10. Upon the conclusion of your trip, submit an **Expense Report** with original receipts to the Accounting office.