

TRAVEL INC GUEST TRAVELER AUTHORIZATION

Direct Billing of Airfare

Today's Date:

Travel Inc Guest Traveler Authorization Form

PROVISIONS: Travel Inc is authorized to Direct Bill airfare for GSU Guest Traveler.

Guest Travel Arranger:

Purchase Order number (Mandatory):	
Approved Estimate for Airfare:	
Authorized Arranger Signature:	
Arranger Printed Name:	
Email:	

General Instructions:

- Travel Inc. is authorized to arrange this travel.
- The Traveler or the Guest Traveler Arranger should contact Travel Inc, directly, to make this reservation.
- Travel Inc will email/notify Traveler, Guest Travel Arranger, (and Department Rep. when listed below) when itinerary is confirmed.

Indicate Contact Preference:

Traveler / Trip:

Traveler's Last Name:	
Traveler's First Name:	
Traveler's email address:	
Traveler's Phone Number:	
Origin:	
Destination:	
Dates of Travel:	
Purpose of Travel:	

AP Review:

Disbursements' Reviewer:	
Date of Review:	
Printed Name:	

Confirmation:

** Department Rep to be notified of travel Confirmation:	
Email:	

*** Travel Inc agent will send an electronic itinerary to the traveler and to the department rep identified above, when the ticket has been booked. GSU Guest Travel Arranger may be different from the department rep.*

GSU Internal Routing:

Form should be emailed to Disbursements, at accountspayable@gsu.edu

TRAVELING GUEST TRAVELER AUTHORIZATION	
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Instructions - Purpose

The purpose of this form is to provide **Travel Inc** with authorization to book a guest's approved business travel with Georgia State University.

This form may be used when Travel Inc. is acting as the personal travel agent for our non-employee guest. *(Consultants, on contract, are responsible for booking their own travel arrangements (see note below)).

**** NOTE: For Consultant Contracts, expenses must be identified as reimbursable in the contract, and encumbered on the purchase order. This process is not intended for use by Consultants.***

This Form:

- Authorizes Travel Inc to arrange this travel.
- **Authorizes Guest Travel Arranger or Traveler to contact Travel Inc, directly, to arrange air travel on behalf of the non-employee guest traveler (preferred).**
- Requires a Valid PO number in the name of NON-EMPLOYEE TRAVEL-Vendor 000036642.
- Assumes sufficient funds have been encumbered to cover the cost of airfare.

Travel Arrangements based on the PO are limited to:

- Only Air or Train travel expense, including fees, may be charged to GSU (the PO encumbrance is limited Airfare or Trainfare).

Travel Arrangements made for our guest, "not related to the PO" (not encumbered), may include:

- GSU **may** reserve lodging for our guest at certain hotels (hotels which have an established Direct Billing relationship already in place with GSU).

University department will request payment to the hotel, directly, on receipt of the hotel's invoice.

NOTE: It is our goal to establish a procedure that allows Travel Inc to book hotel reservations. We look forward to being able to coordinate this service, in the near future).

- Traveler may make a hotel reservation at a hotel which does NOT have a direct billing arrangement with GSU, however, **the non-employee guest will be responsible for payment of the hotel bill**, and may seek reimbursement from GSU, based on allowable per-diem, (providing the transaction is approved by GSU, in advance, via the Non-Employee Travel Authorization (Hard-Copy) Form: http://tools.finance.gsu.edu/browse-by-function/?gf_search=travel)
- Traveler may make a rental car reservation, however, **the non-employee guest will be responsible for payment of the rental**, and may seek reimbursement from GSU, (providing the transaction is approved by GSU, in advance). (Note: a non-employee is not permitted to rent an automobile in the name of GSU). For reimbursement, the transaction must be approved by GSU, in advance, via the Non-Employee Travel Authorization (Hard-Copy) Form: http://tools.finance.gsu.edu/browse-by-function/?gf_search=travel)

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STEP-BY-STEP Instructions - GSU Process

Authorized GSU representation will enter a Travel Authorization Form, into PantherMart.

Airfare or Amtrak Fare will be encumbered (may include fees, but not required).

Must use NON-EMPLOYEE TRAVEL AUTHORIZATION Form.

- Vendor number, (always) 000036642
- Vendor Name, (always), NONEMPTRVL

Complete the form (below), **TRAVEL INC GUEST TRAVELER AUTHORIZATION**

- Provide valid Purchase Order Number (will be verified by Disbursements)
- Provide full contact info for the guest
- Provide full contact info for the department's Guest Travel Arranger

Email completed form to: Accountspayable@gsu.edu

Forms received on a regular business day will be forwarded to Travel Inc within 90 minutes of receipt, provided:

- Form received by AP after 9 AM, but before 4 PM
- The PO # is valid
- Form contains identifiable signature approval (and printed name).

Disbursements will email form to Travel, Inc. within 90 minutes of receipt of valid form.

Guest Travel Arranger, Traveler, and Department Rep if identified on the form, will receive reservation confirmation directly from Travel Inc agent.

Department will be charged for non-employee airfare, plus applicable fees, generally within 20 days, after booking. Disbursements will close the associated PO.

Hotels should send "Direct Bill" invoices to the University department which arranged lodging (hotels which have Direct Bill agreements in place with GSU). Department will enter a voucher to effect payment.

Departments will reimburse non-employee traveler for any other "pre-approved" travel expenses, by entering a **Payment Request Form** entry, into PantherMart (payee will be the non-employee, who must be set-up as a vendor). Additional expenses may include:

- Hotels (reimbursement - based on allowable per diem)
- Car Rental (business use)
- Gasoline (when rental car is used for business travel)
- Mileage (when personal vehicle is used for business travel)
- Meals (based on allowable per diem)
- Certain miscellaneous expenses (allowed in the travel policy)

**** NOTE: For Consultant Contracts, expenses must be identified as reimbursable in the contract, and encumbered on the purchase order. Do not enter a Payment Request Form for these reimbursements. (This process is not intended for use by Consultants).***