



**SPEND AUTHORIZATION ATTACHMENT**

**AS292-A**

**This form is a required attachment to the Spend Authorization only if one of the four 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	
Does travel include personal travel days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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)	

2. Foreign Travel - US Department of State Rates	
<i>(Applies to all travel outside the 50 United States, District of Columbia, Puerto Rico, US Virgin Islands, American Samoa, &amp; Guam)</i>	
• Are U.S. Department of State rates being requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. 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, American Samoa, &amp; Guam)</i>	
• Is there a US Dept of State Travel Advisory for the destination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
- If yes, complete additional required forms per the High Risk Travel procedures in place for your campus.	
- If yes, the High Risk Travel forms must be approved and attached to the Spend Authorization prior to submission.	

4. Travel Greater than 30 days	
• Is the travel greater than 30 days at one business location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
- If yes, the Cost Center Manager must add the appropriate Ad Hoc Approver as listed in PM-13, Appendix B.	