



Vice-Chancellor of Finance

TO: SUAREC/CAFCS Employees

FROM: Brunetta Gamble-Dillard
Vice-Chancellor of Finance

DATE: July 8, 2022

RE: Travel Guidelines

Effective August 1, 2022, travel privileges will be reinstatement for the Southern University Agricultural, Research and Extension Center.

Please adhere to the following guidelines and procedures as it relates to travel.

- The Southern University System has disseminated a new travel authorization form (*formally the travel request*), updated policies and procedures, and the 2022-23 Travel Regulations (PPM49). (please see attachments). These are effective as of July 1, 2022.
- SUAREC Travel Training is mandatory before you submit a Travel Authorization Form. If you did not participate in the training held on April 21, 2022, please contact Ms. Latasha George (ext. 3455) for training options.
- All travel authorization forms must be submitted at **LEAST TWO WEEKS** before the travel date to allow sufficient time to purchase reasonable airfare.
- Please complete all sections of the travel authorization form that apply to your trip (food, lodging, transportation, etc.). However, the funding source (*****_*****_*****_*****), signature, and approval sections are required and mandatory.
- You must make an appointment to complete event registrations and hotel accommodations in the Finance Office. You are required to complete the process either online or over the phone, and the Finance staff will only provide the credit card information. If the hotel requires a credit card authorization form, it is your responsibility to obtain it and complete it. Again, the Finance staff will only provide the credit card information. If you receive a hard copy of the credit card authorization form, please complete the general information, and finance will provide the credit card information. Ms. George will fax the credit card



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authorization form to the hotel, but it is your responsibility to ensure the hotel has it before your trip.

- Contact Mrs. Francis Matthews (33842) for a Tax-Exempt form for in-state hotel stays before departing.
- **You must submit a travel expense form with original receipts to finance within five days of your return to receive reimbursement. If you do not adhere to this guideline, you may be subject to the loss of the reimbursement and /or placed on travel suspension.**
- The Finance Office will be open Monday – Thursday to complete travel registrations, hotel accommodations, etc. by appointment only. Please contact Ms. Latasha George (ext. 3455) or Mrs. Myra Campbell (ext. 6236) to set up an appointment.

You may contact Ms. Latasha George (ext. 3455) if you have any questions or concerns.