

Travel Authorization Form Updated for FY27

The recently updated Travel Authorization form is available as a SignNow document. There are two versions of this form:

Travel Authorization Form

Use this version if you are the Traveler completing the form for yourself.

Proxy Travel Authorization Form

Use this version if you are completing the form on behalf of someone else traveling.

Both forms are available on the Fiscal Affairs webpage:

<https://wvstateu.edu/administration/business-and-finance/purchasing-and-accounts-payable/>

Instructions

1. **Renaming the Document:** Rename each document to make it identifiable by adding the first initial, last name, and destination (e.g., jmiller Kansas City MO). This helps with organization and sorting.
2. **Signing Process (Steps 1-5 or 6):**
 - **Regular Form (Steps 1-5):**
 - **Traveler:** Fills out the form.
 - **Budget Manager, VP Business & Finance, Travel Coordinator:** Pre-set email addresses (cannot be edited).
 - **Supervisor:** The traveler's Director or VP signs.
 - **Proxy Form (Steps 1-6):**
 - **Creator:** Person filling out the form (does not sign).
 - **Traveler:** Signs the form.
 - **Budget Manager, VP Business & Finance, Travel Coordinator:** Pre-set email addresses (cannot be edited).
 - **Supervisor:** The traveler's Director or VP signs.
3. **Submission Process:** After completing the Signing Process fields, click the "send invite" button. The form will be sent to your email for completion, and once signed by all, a final copy will be returned to you.