

**EMPLOYEE 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	
Type	<input type="checkbox"/> Employee	<input type="checkbox"/> Student Employee	<input type="checkbox"/> Graduate Student Employee	
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?  Yes  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**

*(Applies to all travel outside the 50 United States, District of Columbia, Puerto Rico, US Virgin Islands, American Samoa, & Guam)*

• Are US Dept of State rates being requested?  Yes  No

**3. Foreign Travel - US Department of State Travel Warning/Alert**

*(Applies to all travel outside the 50 United States, District of Columbia, Puerto Rico, US Virgin Islands, American Samoa, & Guam)*

• Is there a US Dept of State Travel Warning or Alert for this destination?  Yes  No

- If yes, complete additional required forms per the High Risk Travel procedures in place for your campus.
- If yes, the Cost Center Manager must add the appropriate Adhoc Approver as listed in PM-13, Appendix B.

**4. Travel Greater than 30 days**

• Is the travel greater than 30 days?  Yes  No

- If yes, the Cost Center Manager must add the appropriate Adhoc Approver as listed in PM-13, Appendix B.