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Portland State UNIVERSITY

Date_____ Department Name_____

Organization Code_____

DEPARTMENT AUTHORIZED AIRFARE APPROVAL

Purchasing airfare from PSU Travel Agencies required approval prior to booking. By signing this form, the approver attests that the expense is in accordance with OUS/PSU policies and procedures and an appropriate charge to index(es) designated. When approving airfare, you must:

- Have completed Travel Authorization form must be in hand prior to approval.
- Verify that the cost and flight information are correct.
- Attached the approved airfare itinerary to the Travel Authorization form and forwarded to Travel Office.

Please list the names of at least two and not more than three authorized airfare approvers for your department. This form must be completed each time someone is added to or removed from the list. Please allow at least five business days for the update to be effective. Questions regarding airfare approval may be directed to: Specialized Accounting Services (503) 725-8950.

Print Name & Title_____ Signature_____

Phone No._____ Email_____

Print Name & Title_____ Signature_____

Phone No._____ Email_____

Print Name & Title_____ Signature_____

Phone No._____ Email_____

Approved by _____

Print Name

_____ _____

Signature **Date** **Title DEAN / DIRECTOR**

Return to BO-Travel