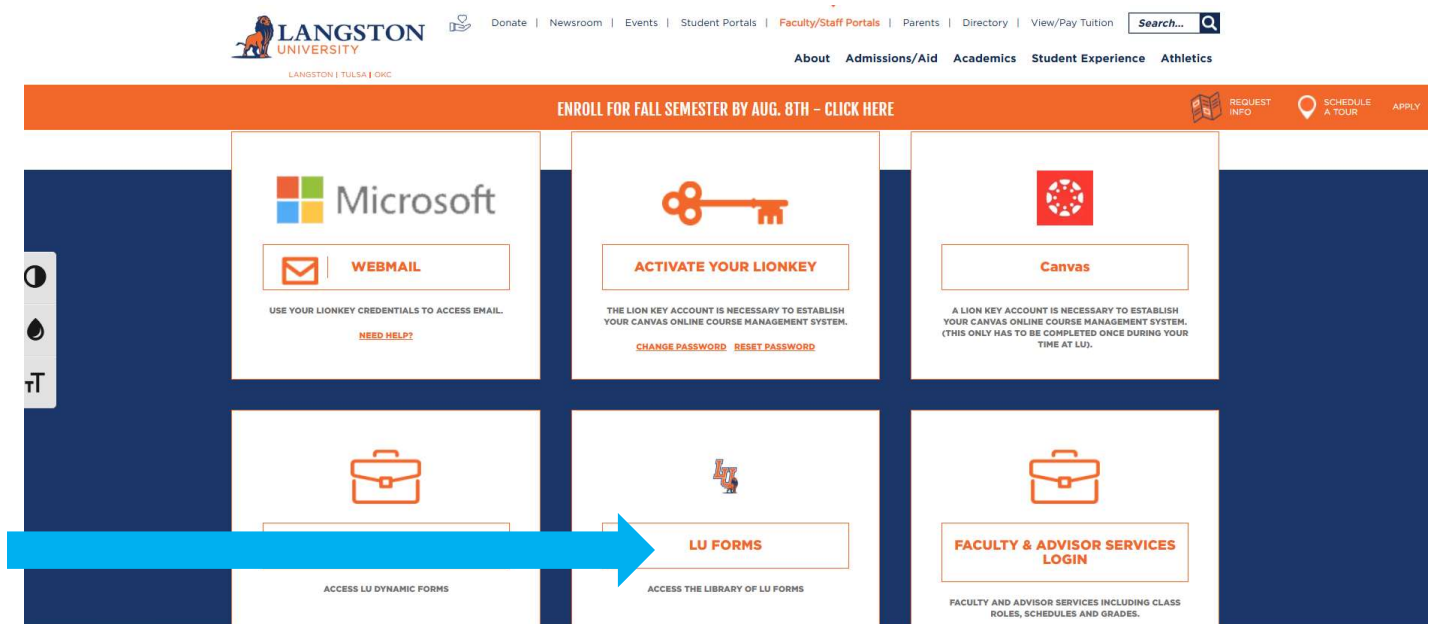


# How To Access & Complete the Travel Authorization LU Form

1. On the <https://langston.edu> website click on **Faculty/Staff Portals** in top menu.
2. Click to open **LU Forms**.



3. When the LU Forms web page opens, scroll to the **Travel Authorization** form and click the + sign.

**Once you click the + sign, a drop down menu appears.**

From the drop down menu, you will be able to:

The screenshot shows the Langston University website. The header includes the university logo, navigation links (Donate, Newsroom, Events, Student Portals, Faculty/Staff Portals, Parents, Directory, View/Pay Tuition), a search bar, and a secondary navigation bar (About, Admissions/Aid, Academics, Student Experience, Athletics). A prominent orange banner reads "ENROLL FOR FALL SEMESTER BY AUG. 8TH - CLICK HERE". Below the banner, a section titled "LU Forms" lists two forms: "Conflict of Interest Form" and "Travel Authorization Form". The "Travel Authorization Form" has a blue plus sign next to it, which has been clicked to reveal a dropdown menu. The dropdown menu contains two links: "Instructions to complete the Travel Authorization form" and "View the Travel Authorization form". A large blue arrow points from the right towards the dropdown menu.

- Review the Instructions document on how to complete the Travel Authorization Form.
- Click to view a video that demonstrates how to access and complete the Travel Authorization Form.

4. Once you click and access the form, the following web page appears:  
The form will automatically populate your First Name, Last Name, and Your Email Address. You are required to type in your **Traveler Mobile Phone Number**, **Traveler Role**, and **LU ID Number**.

**LANGSTON UNIVERSITY**

**Travel Authorization Form**

Preauthorization of travel is required when traveling out of state and/or staying overnight.

**Travel Information**

Traveler First Name: \*Heleen  
Traveler Last Name: \*Sheets  
Traveler Email Address: \*heleen.sheets@langston.edu  
Traveler Mobile Phone Number: \*  
Traveler Role: \*  
LU ID Number: (ID, CWID or SSN) \*

**Supervisor** First Name: \* Last Name: \* Email: \*  
Is your Supervisor the Senior Leader? \*

Purpose / Justification for Travel: \*

Attach supporting documentation (e.g., registration, travel documents, Title III approval form): [Attach File](#)

Destination / Location: \* Depart Date: \* Return Date: \*  
University or Langston Foundation Funded? ☐ University ☐ Langston Foundation  
Fund(s) to be Charged: Fund 1: \* Fund 2: \* Fund 3: \*

**Estimated Travel Costs**

☐ Registration Fee  
☐ Airfare  
☐ Lodging  
☐ Rental Car/Motor Pool  
☐ Mileage  
☐ Local Transportation (taxi, airport shuttle, bus, etc.)  
☐ Parking  
☐ Per Diem  
☐ Other Miscellaneous Costs (baggage, gas, tolls, etc.)

Total Estimated Expenses: \* \$ 0.00

Comments: \*

Actual travel expenses will be reimbursed pursuant to the Oklahoma Travel Reimbursement Act.  
<https://oklahoma.gov/omes/divisions/central-accounting-reporting/transaction-processing/travel/reimbursement.html>

\* (click to sign)  
Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approvals**

Supervisor Decision: \*

Comments: \*

\*  
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

[Save Progress](#) [Submit Form](#)

**NOTE:** At the bottom of the form is a “**Save Progress**” box. You may click on “Save Progress” at any time before submitting the document.

5. Fill out all the information that is pertinent to your Travel Requisition.  
See Example below.



**Travel Authorization Form**

Preauthorization of travel is required when traveling out of state and/or staying overnight.

**Travel Information**

Traveler First Name: *	<input type="text" value="Heleen"/>	Traveler Last Name: *	<input type="text" value="Sheets"/>
Traveler Email Address: *	<input type="text" value="heleen.sheets@langston.edu"/>	Traveler Mobile Phone Number: *	<input type="text" value="(405) 000-0000"/> <small>Please specify a valid phone number.</small>
Traveler Role: *	<input type="text" value="Faculty"/>	LU ID Number: (ID, CWID or SSN) *	<input type="text" value="A0000000"/>

**Supervisor**    First Name:     Last Name:     Email:

Is your Supervisor the Senior Leader?

Purpose / Justification for Travel:

Attach supporting documentation (e.g., registration, travel documents, Title III approval form):

Destination / Location:     Depart Date:     Return Date:

University or Langston Foundation Funded?    ☒ University    ☐ Langston Foundation

Fund(s) to be Charged:    Fund 1:     Fund 2:     Fund 3:

**NOTE:**

When attaching supporting documentation, you will need to click and upload the files.

Purpose / Justification for Travel:

Attach supporting documentation (e.g., registration, travel documents, Title III approval form):

Destination / Location:     Depart Date:     Return Date:

University or Langston Foundation Funded?    ☐ University    ☐ Langston Foundation

Fund(s) to be Charged:    Fund 1:

☐ Registration Fee  
☐ Airfare  
☐ Lodging  
☐ Rental Car/Motor Pool  
☐ Mileage

**Attach File**

No file chosen

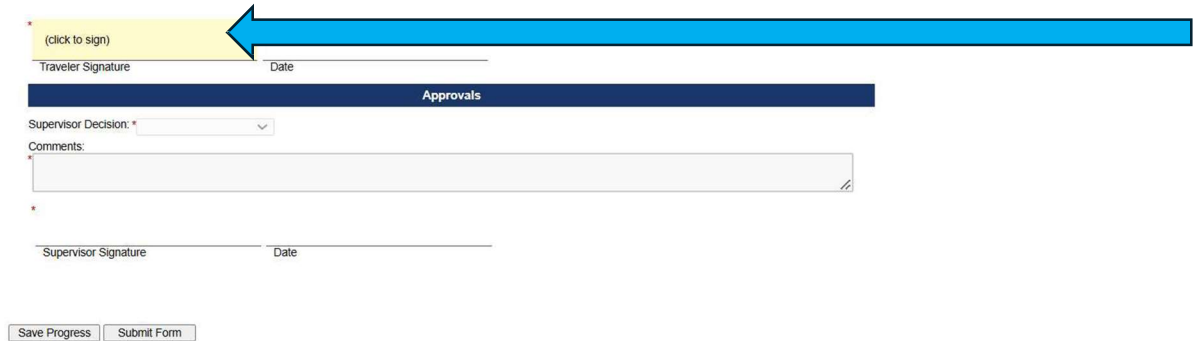
Files over 25 MB will not be accepted

**CONTINUE TO COMPLETE THE DOCUMENT ACCORDING TO THE COMPONENTS OF YOUR TRAVEL AUTHORIZATION:**

Estimated Travel Costs		
<input checked="" type="checkbox"/> Registration Fee	Amount: *	\$ 250.00 Description: * Conference Registration
<input checked="" type="checkbox"/> Airfare	Amount: *	\$ 350.00
<input type="checkbox"/> Lodging		
<input checked="" type="checkbox"/> Rental Car/Motor Pool	Amount: *	\$ 420.00
<input type="checkbox"/> Mileage		
<input checked="" type="checkbox"/> Local Transportation (taxi, airport shuttle, bus, etc.)	<input type="checkbox"/> Taxi	
	<input checked="" type="checkbox"/> Airport Shuttle	Amount: * \$ 50.00
	<input type="checkbox"/> Bus	
	<input type="checkbox"/> Other	
<input checked="" type="checkbox"/> Parking	Amount: *	\$ 88.00
<input checked="" type="checkbox"/> Per Diem	Number of Meals Provided by Event Sponsor: *	6
	(limited to U.S. General Services Administration rates, see <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> )	
	Number of Days *	4.00 Rate per Day: * \$ 25.00
<input checked="" type="checkbox"/> Other Miscellaneous Costs (baggage, gas, tolls, etc.)	Amount: *	\$ 125.00 Description: * Gas, tolls
<b>Total Estimated Expenses:</b> * \$ 1,383.00		
Comments:		

Actual travel expenses will be reimbursed pursuant to the Oklahoma Travel Reimbursement Act.  
<https://oklahoma.gov/omes/divisions/central-accounting-reporting/transaction-processing/travel/reimbursement.html>

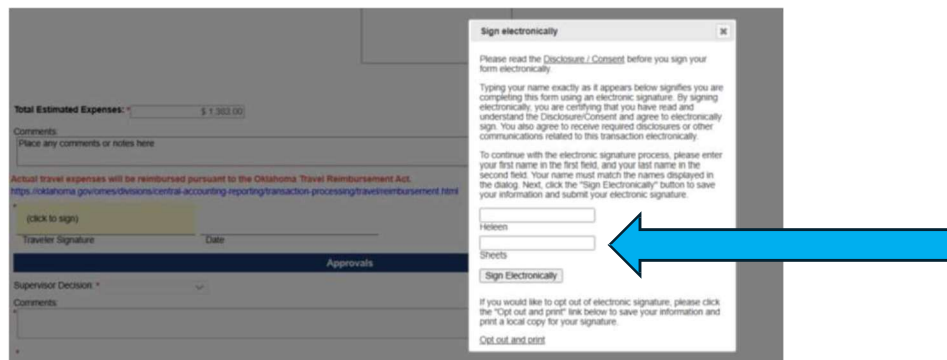
6. After all required questions are completed, you can now digitally sign the form.  
**"Click To Sign"** inside the Yellow signature box.



The screenshot shows a form with a yellow box labeled "(click to sign)" for the Traveler Signature. A blue arrow points to this box. Below the signature box is a date field. Further down is an "Approvals" section with a dropdown for "Supervisor Decision" and a text area for "Comments". At the bottom, there is a "Supervisor Signature" field with a date field. At the very bottom are "Save Progress" and "Submit Form" buttons.

A signature box appears. Please type in your First Name and Last Name in the appropriate boxes and click **"Sign Electronically."**

If you wish to opt out of the electronic signature, click "Opt Out And Print."



The screenshot shows the same form as before, but with a "Sign electronically" pop-up window open. The pop-up window contains instructions for signing electronically and a "Sign Electronically" button. A blue arrow points to this button. The background form is dimmed. The "Sign electronically" window also includes an "Opt out and print" link at the bottom.

7. Once you click **Sign Electronically**, the box disappears and the date is automatically populated.

Total Estimated Expenses: \$ 1,383.00

Comments:  
Place any comments or notes here

Actual travel expenses will be reimbursed pursuant to the Oklahoma Travel Reimbursement Act.  
<https://oklahoma.gov/omes/divisions/central-accounting-reporting/transaction-processing/travel/reimbursement.html>

Traveler Signature: Heleen Sheets Date: 02/16/2025

**Approvals**

Supervisor Decision: \*

Comments:

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Save Progress** **Submit Form**

**REMEMBER:** At the bottom of the form is a **"Save Progress"** box. You may click on "Save" to save your progress at any time before submitting the document.

**LANGSTON UNIVERSITY**

**Travel Authorization Form**

Preauthorization of travel is required when traveling out of state and

**Travel Information**

Traveler First Name: \* [text] Traveler Last Name: \* [text]  
Traveler Email Address: \* [text] Traveler Mobile Phone Number: \* [text]  
Traveler Role: \* Faculty LU ID Number (ID, CWD or SSN): \* [text]

**Supervisor** First Name: \* [text] Last Name: \* [text]  
Is your Supervisor the Series Leader? \* Yes

**Purpose / Justification for Travel**  
\* Regional Conference

Attach supporting documentation (e.g., registration, travel documents, Title III approval forms) **Attach File**

Destination / Location: \* Miami, Florida Depart Date: \* 05/19/2025 Return Date: \* 05/22/2025

University or Langston Foundation Funded? ☒ University ☐ Langston Foundation

Fund(s) to be Charged Fund 1: \* 0000 Fund 2: Fund 3:

Your form has been saved as a draft. If you need to stop working on this form and continue it later, you may find the form in the pending / drafts section under "My Forms".

**Continue** **Log Out**

8. To complete the form, click on **Submit Form**.

Total Estimated Expenses: \*

Comments:

Actual travel expenses will be reimbursed pursuant to the Oklahoma Travel Reimbursement Act.  
<https://oklahoma.gov/omes/divisions/central-accounting-reporting/transaction-processing/travel/reimbursement.html>


\*    
Traveler Signature Date

Approvals

Supervisor Decision: \*

Comments:

\*    
Supervisor Signature Date



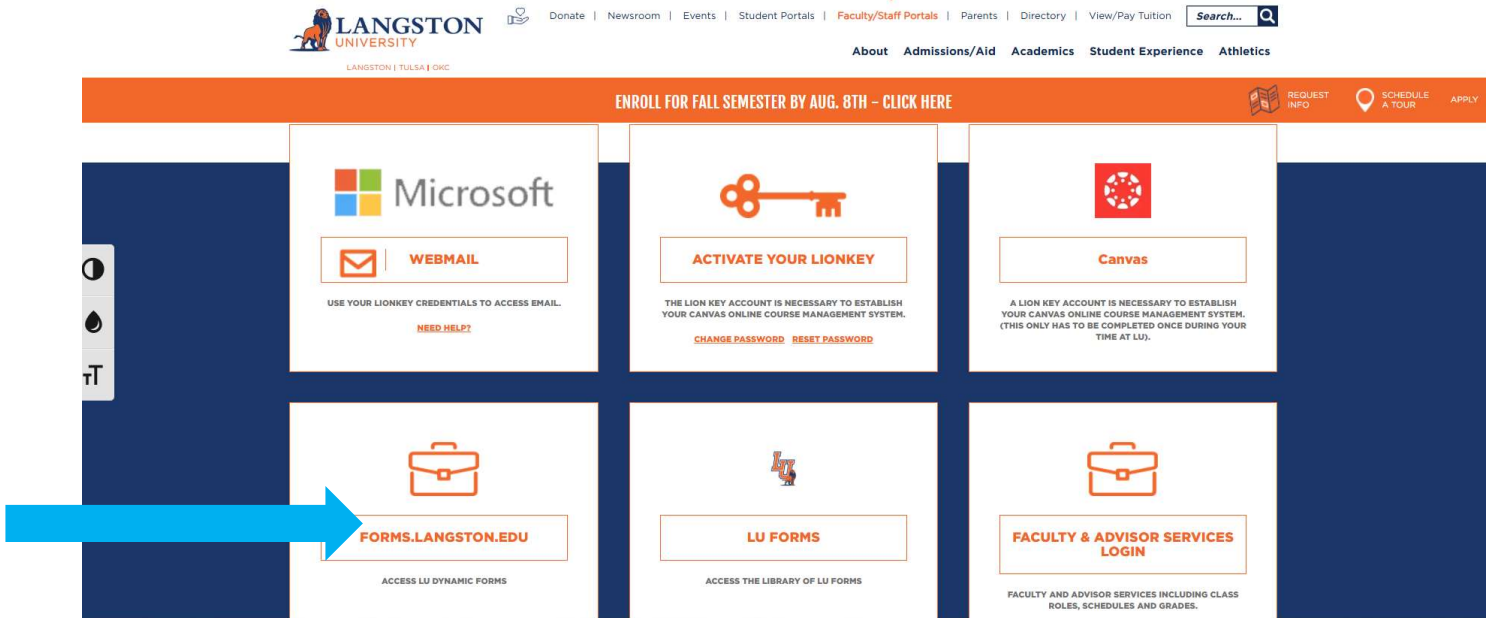
9. Your Supervisor's electronic signature and date are now needed to authorize and submit the form.

**NOTE:** If you need to leave the form while completing it at any time, please remember to click **Save Progress**. If left unattended, LU Forms will time out and you will need to re-enter the LU Form platform.

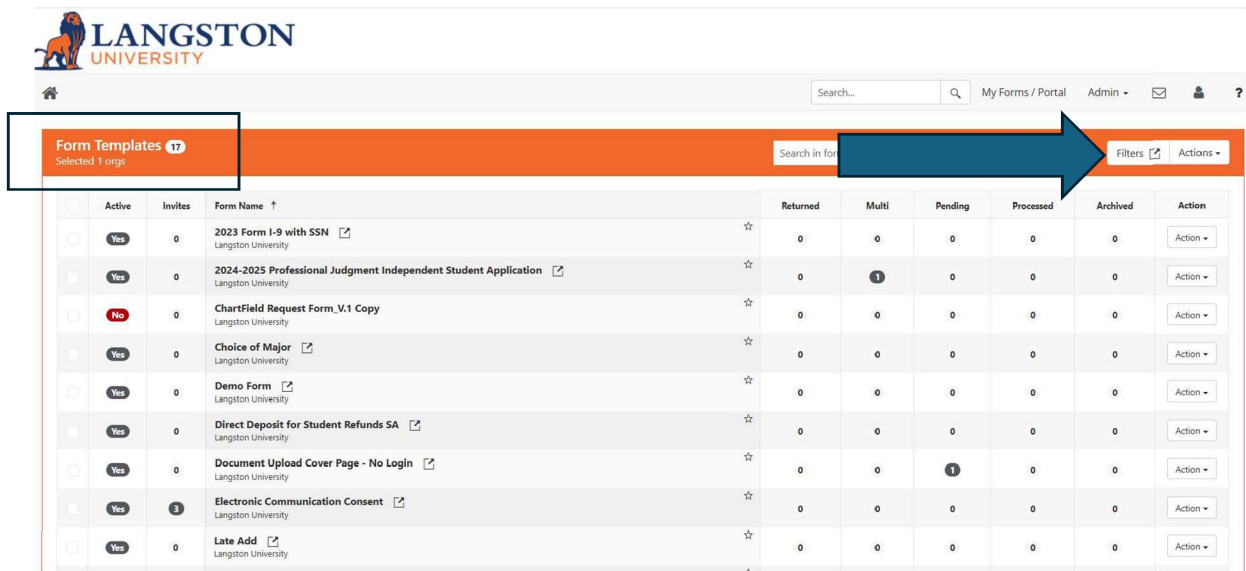


# How To Re-Access the LU Form platform

1. To re-access the LU Form platform, please return to the **Faculty/Staff Portals** screen, and click on **Forms.Langston.Edu**.



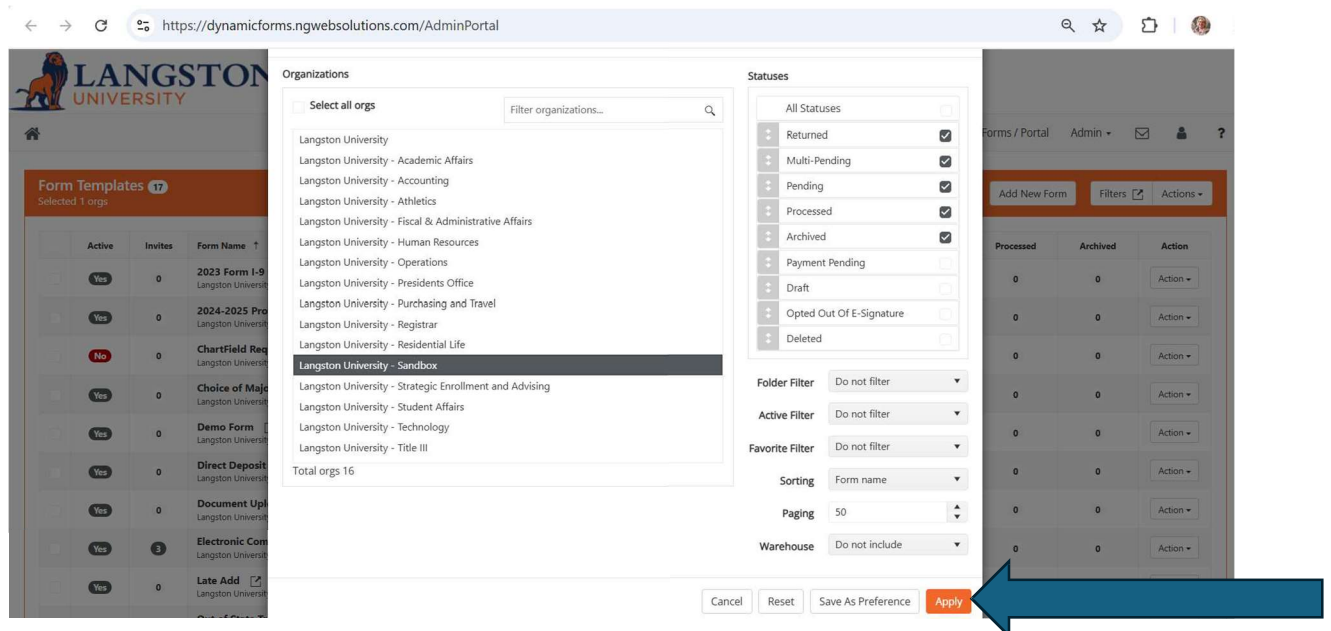
- When the LU Forms platform appears, you will see a **Form Templates** Screen as below. From this screen, click on the diagonal arrow next to **Filters** towards the top right.



The screenshot shows the Langston University Forms platform interface. At the top, there is a navigation bar with the Langston University logo, a search bar, and links for 'My Forms / Portal', 'Admin', and a help icon. Below the navigation bar, a red banner displays 'Form Templates 17' and 'Selected 1 orgs'. A blue arrow points from this banner to the 'Filters' button in the top right corner. Below the banner is a table listing various form templates.

Active	Invites	Form Name	Returned	Multi	Pending	Processed	Archived	Action
Yes	0	2023 Form I-9 with SSN	0	0	0	0	0	Action
Yes	0	2024-2025 Professional Judgment Independent Student Application	0	1	0	0	0	Action
No	0	ChartField Request Form V.1 Copy	0	0	0	0	0	Action
Yes	0	Choice of Major	0	0	0	0	0	Action
Yes	0	Demo Form	0	0	0	0	0	Action
Yes	0	Direct Deposit for Student Refunds SA	0	0	0	0	0	Action
Yes	0	Document Upload Cover Page - No Login	0	0	1	0	0	Action
Yes	3	Electronic Communication Consent	0	0	0	0	0	Action
Yes	0	Late Add	0	0	0	0	0	Action

- An Organizations box appears. Click to highlight **Langston University – Sandbox**. Then Click on the **Apply** button.



The screenshot shows the 'Organizations' selection screen in the Langston University Forms platform. On the left, a sidebar displays the 'Form Templates 17' header. The main area shows a list of organizations, with 'Langston University - Sandbox' highlighted. A 'Filter organizations...' search bar is at the top. On the right, there are filters for 'Statuses' (All Statuses, Returned, Multi-Pending, Pending, Processed, Archived, Payment Pending, Draft, Opted Out Of E-Signature, Deleted) and 'Folder Filter', 'Active Filter', 'Favorite Filter', 'Sorting', 'Paging', and 'Warehouse'. At the bottom, there are buttons for 'Cancel', 'Reset', 'Save As Preference', and 'Apply'. A blue arrow points to the 'Apply' button.

4. Once the Sandbox org. is selected, the web page will list forms including the **Travel Authorization** form. You can now re-access the form by clicking on the diagonal arrow as shown below.

The screenshot shows the Langston University website header with the university logo and name. Below the header is a navigation bar with a search bar, 'My Forms / Portal', 'Admin', and user icons. The main content area is titled 'Form Templates' and shows a list of forms. The 'Travel Authorization Form' is highlighted with a blue arrow pointing to its 'Form Name' column. Another blue arrow points to the diagonal arrow icon in the 'Action' column of the same row. The table has columns for 'Active', 'Invites', 'Form Name', 'Returned', 'Multi', 'Pending', 'Processed', 'Archived', and 'Action'.

Active	Invites	Form Name	Returned	Multi	Pending	Processed	Archived	Action
Yes	0	Conflict of Interest	0	0	1	1	0	Action
Yes	0	International Travel Registration Form	0	0	0	0	0	Action
Yes	0	ITS Equipment Request Form	0	0	1	0	0	Action
Yes	0	Out of State Travel Request	0	0	0	0	0	Action
Yes	0	Travel Approval Form	0	0	0	0	0	Action
Yes	0	Travel Authorization Form	0	1	2	0	0	Action