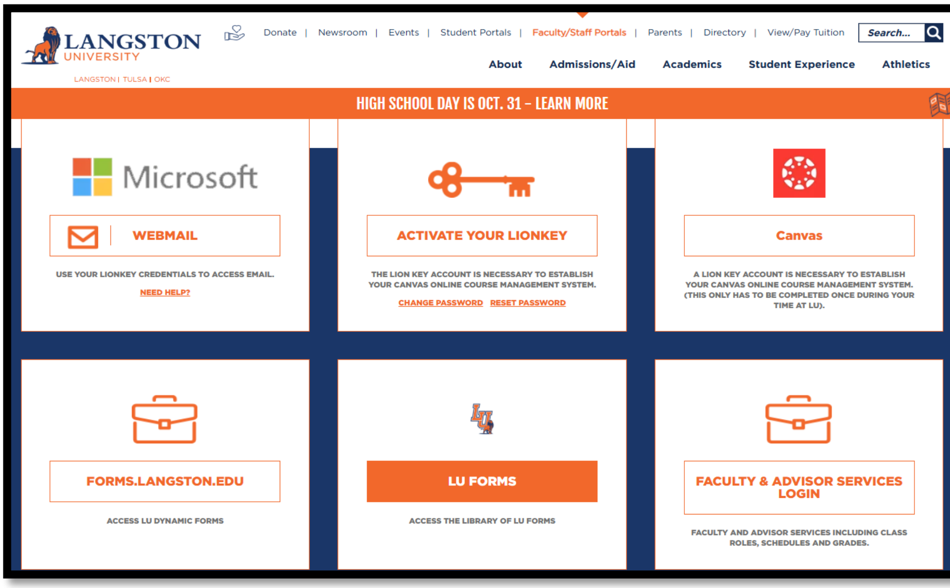
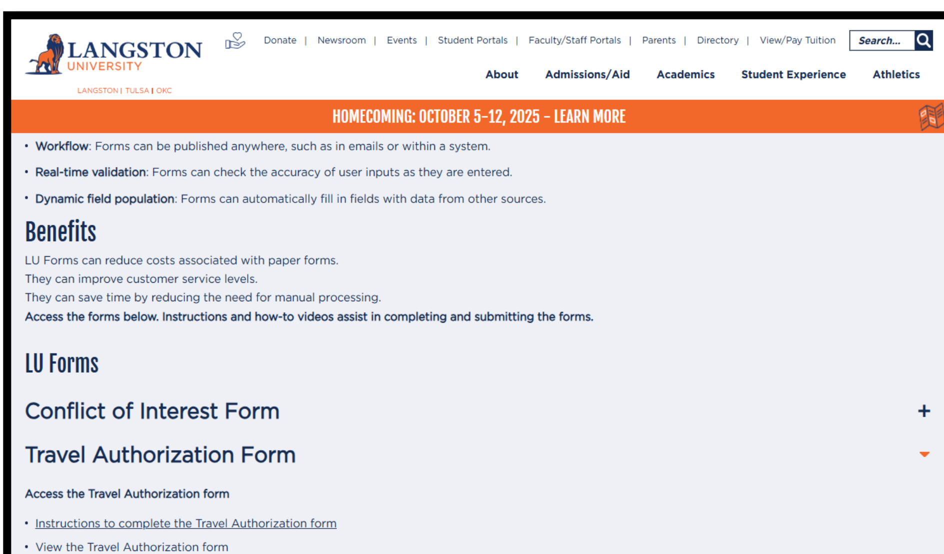
Langston University Travel Authorization: How to Access, Complete, and Submit

1. Go to langston.edu, then click “Faculty/Staff Portals” at the top of the page.
2. Click the box labeled “LU Forms” to open the forms library.



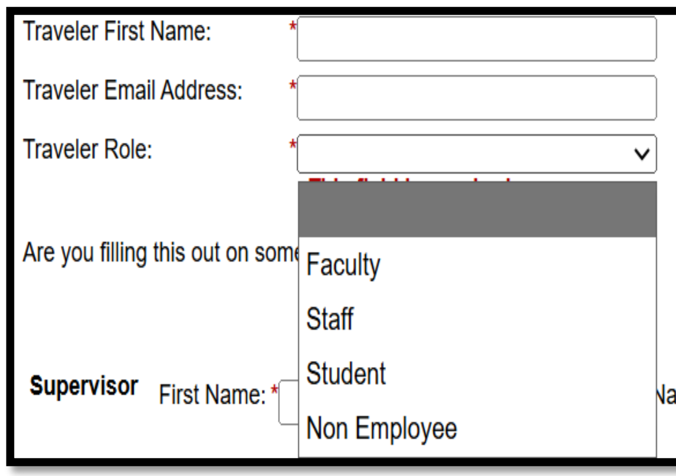
3. Scroll to LU Forms, find Travel Authorization, and hit the + sign to open the menu. Then choose either the form, or the instructions to get started.



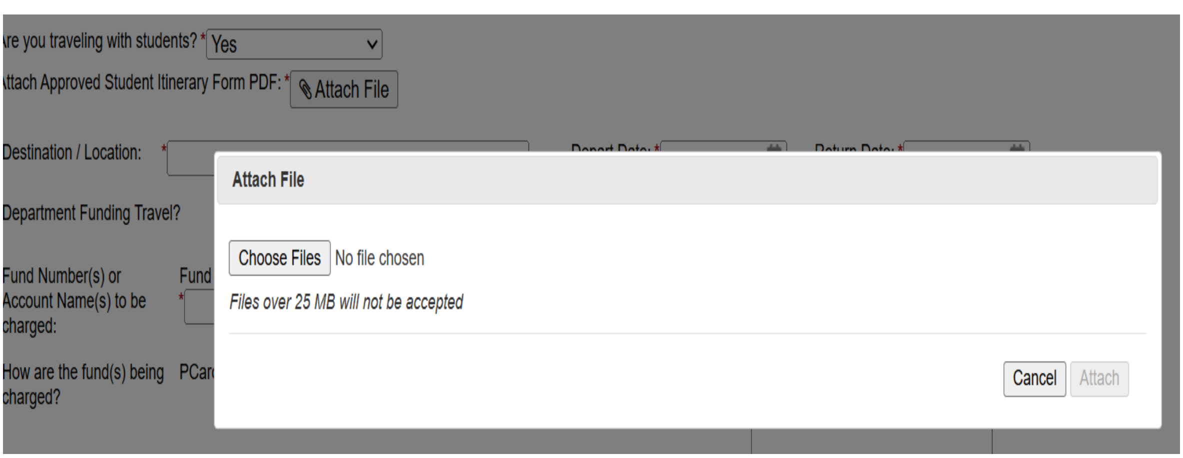
4. Select your department from the dropdown menu.

5. Click "Click Here to Continue to the Form" to open your department's Travel Authorization Form.

6. Once the form opens, Fill out all fields marked with a red asterisk (*) – these field are required to complete the form. When using the dropdown menu click the arrow in the field and choose one of the options.

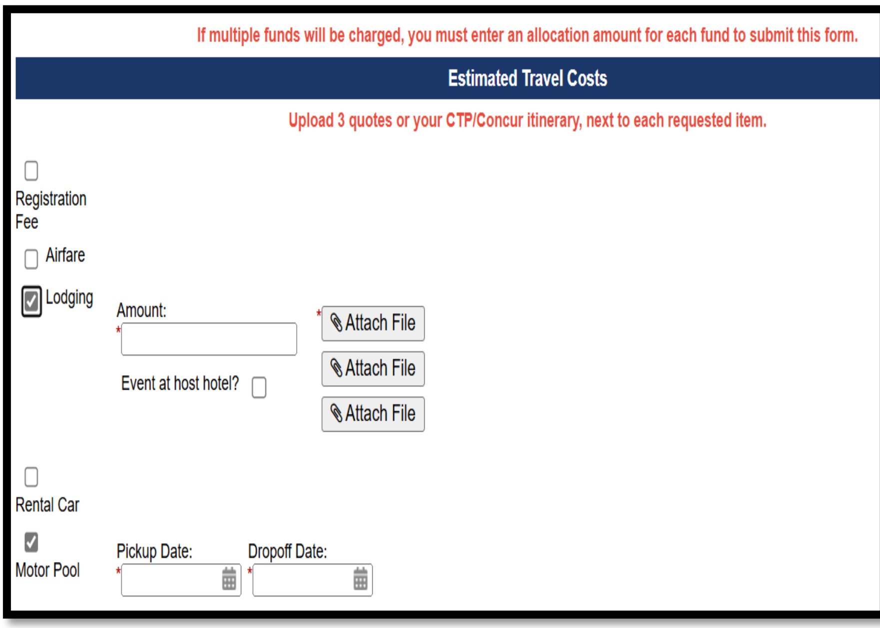


7. To attach files, click Attach File when prompted. For example, if uploading your approved itinerary, click choose files and make sure it's under 25 MB — larger files will not be accepted.



8. When completing the Estimated Travel Costs section, checking a box may open additional fields that must also be filled out. These may ask you to:
– Select from dropdown menus
– Choose calendar dates
– Enter dollar amounts
– Attach supporting files (such as quotes or itineraries)

Be sure to complete all required fields before continuing.


If multiple funds will be charged, you must enter an allocation amount for each fund to submit this form.

Estimated Travel Costs

Upload 3 quotes or your CTP/Concur itinerary, next to each requested item.

Registration Fee

Airfare

Lodging

Amount: *

Event at host hotel?

* Attach File

Attach File

Attach File

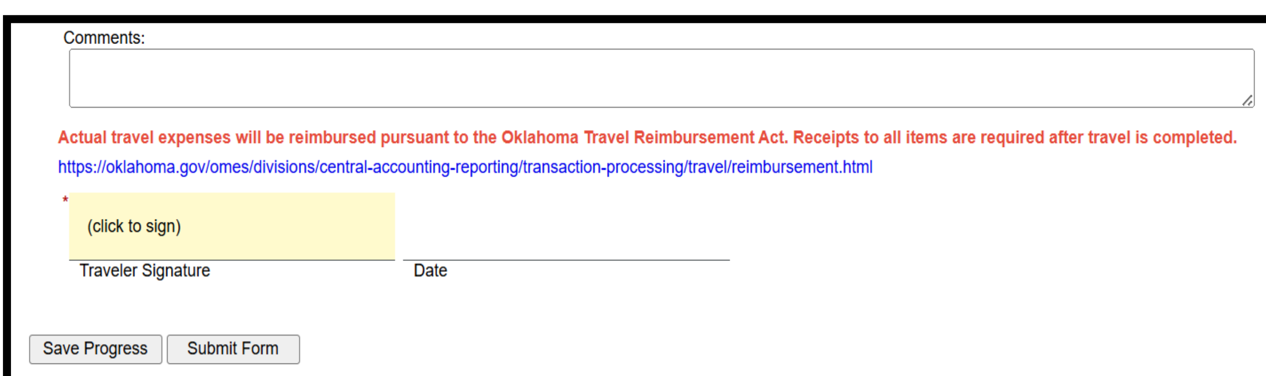
Rental Car

Motor Pool

Pickup Date: *

Dropoff Date: *

9. When you have entered all necessary information, review the reimbursement policy. Then type your name to sign, enter the date of submission, and click **Submit Form** at the bottom to complete.


Comments:

Actual travel expenses will be reimbursed pursuant to the Oklahoma Travel Reimbursement Act. Receipts to all items are required after travel is completed.

https://oklahoma.gov/omes/divisions/central-accounting-reporting/transaction-processing/travel/reimbursement.html

* (click to sign)

Traveler Signature

Date

Save Progress

Submit Form