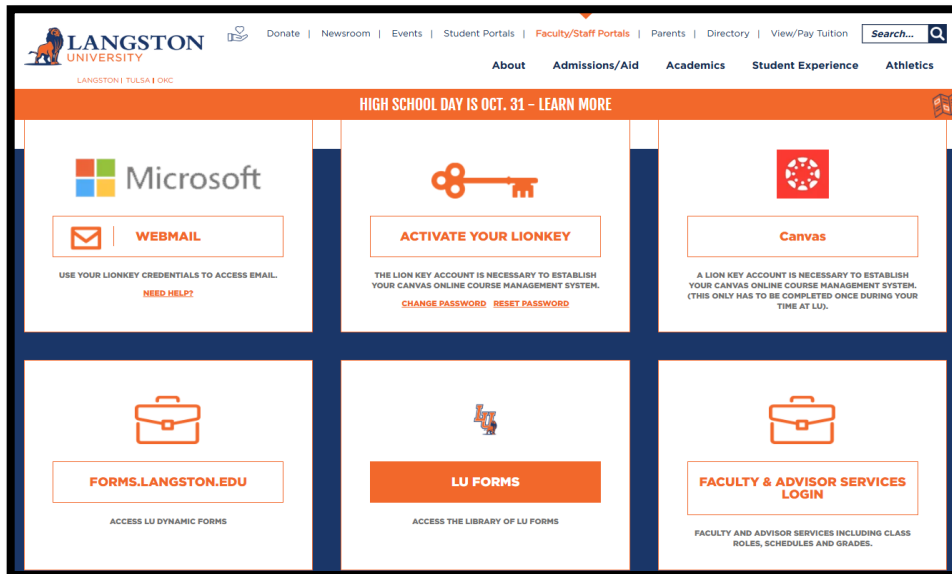
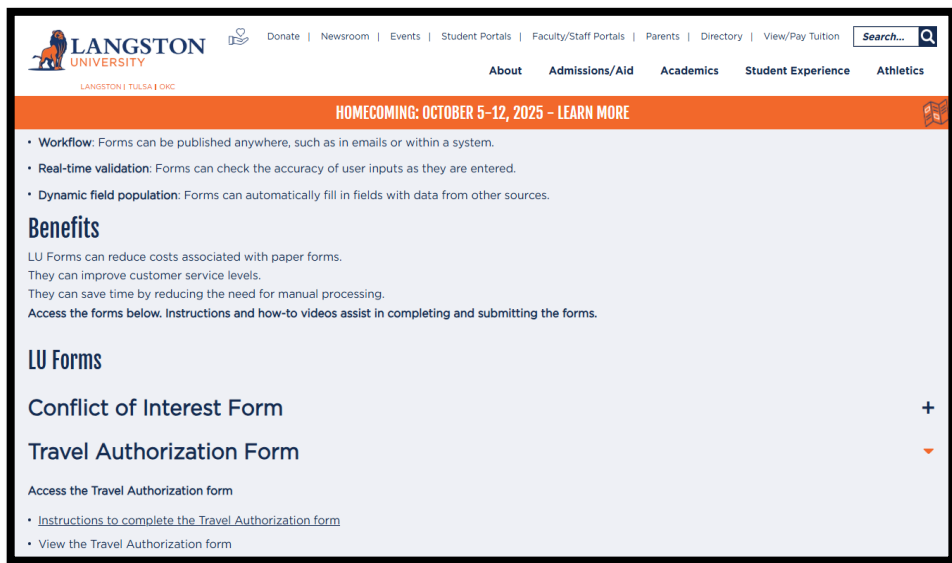


Langston University Travel Authorization: How to Access, Complete, and Submit

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.

The screenshot shows the 'Travel Authorization Form Department Selection' page for Langston University. At the top left is the Langston University logo. The title 'Travel Authorization Form Department Selection' is on the right. Below the title is a blue bar with the text 'SELECT YOUR DEPARTMENT BELOW' in orange. Underneath is a dropdown menu with 'Technology' selected. Below the dropdown is another blue bar with the text 'CLICK HERE TO CONTINUE TO THE FORM' in orange. At the bottom are two buttons: 'Save Progress' and 'Next'.

The screenshot shows the main form fields. 'Traveler First Name:' and 'Traveler Email Address:' are text input fields, both marked with a red asterisk. 'Traveler Role:' is a dropdown menu, also marked with a red asterisk, with a list of options: Faculty, Staff, Student, and Non Employee. Below this is a question 'Are you filling this out on some' followed by a dropdown menu. To the right of this question is a 'Supervisor' label and a 'First Name:' text input field, both marked with a red asterisk. The background is light gray.

The screenshot shows the bottom part of the form with an 'Attach File' dialog box open. The form fields visible are: 'Are you traveling with students?' with a dropdown menu set to 'Yes'; 'Attach Approved Student Itinerary Form PDF:' with an 'Attach File' button; 'Destination / Location:'; 'Depart Date:'; 'Return Date:'; 'Department Funding Travel?'; 'Fund Number(s) or Account Name(s) to be charged:'; and 'How are the fund(s) being charged?'. The 'Attach File' dialog box has a title bar 'Attach File', a 'Choose Files' button, the text 'No file chosen', and a warning 'Files over 25 MB will not be accepted'. At the bottom of the dialog are 'Cancel' and 'Attach' buttons.

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.

The screenshot shows the 'Estimated Travel Costs' section of a form. At the top, a red message states: 'If multiple funds will be charged, you must enter an allocation amount for each fund to submit this form.' Below this is a dark blue header with the text 'Estimated Travel Costs'. Underneath, another red message says: 'Upload 3 quotes or your CTP/Concur itinerary, next to each requested item.' The form lists several travel categories with checkboxes: 'Registration Fee' (unchecked), 'Airfare' (unchecked), 'Lodging' (checked), 'Rental Car' (unchecked), and 'Motor Pool' (checked). For 'Lodging', there is an 'Amount:' field with a red asterisk, three 'Attach File' buttons, and an 'Event at host hotel?' checkbox. For 'Motor Pool', there are 'Pickup Date:' and 'Dropoff Date:' fields, each with a red asterisk and a calendar icon.

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.

The screenshot shows the bottom portion of the form. It starts with a 'Comments:' label above a large text area. Below this is a red message: 'Actual travel expenses will be reimbursed pursuant to the Oklahoma Travel Reimbursement Act. Receipts to all items are required after travel is completed.' followed by a blue URL: 'https://oklahoma.gov/omes/divisions/central-accounting-reporting/transaction-processing/travel/reimbursement.html'. There is a red asterisk above a yellow box containing the text '(click to sign)'. Below this box are two lines: 'Traveler Signature' and 'Date'. At the very bottom are two buttons: 'Save Progress' and 'Submit Form'.