How To Access & Complete the
Travel Authorization Dynamic Form
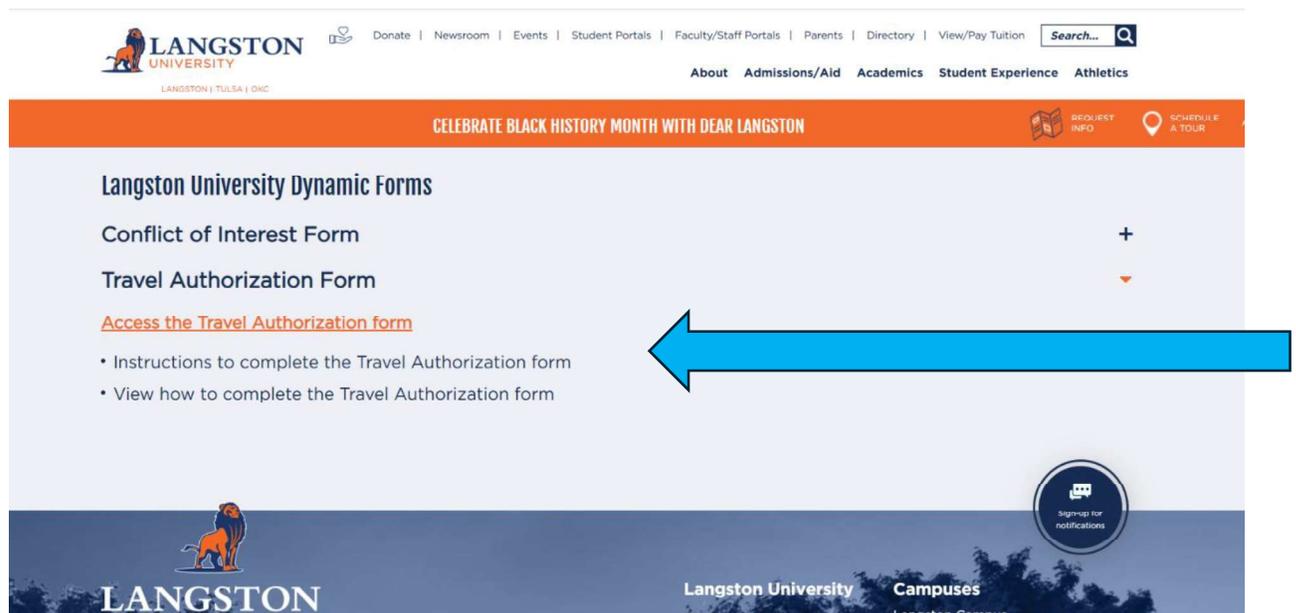
1. On the https://langston.edu website click on **Faculty/Staff Portals** in top menu.

2. Click to open **Dynamic Forms**.

3. When the Dynamic 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:

- 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**.

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.

NOTE:
When attaching supporting documentation, you will need to click and upload the files.
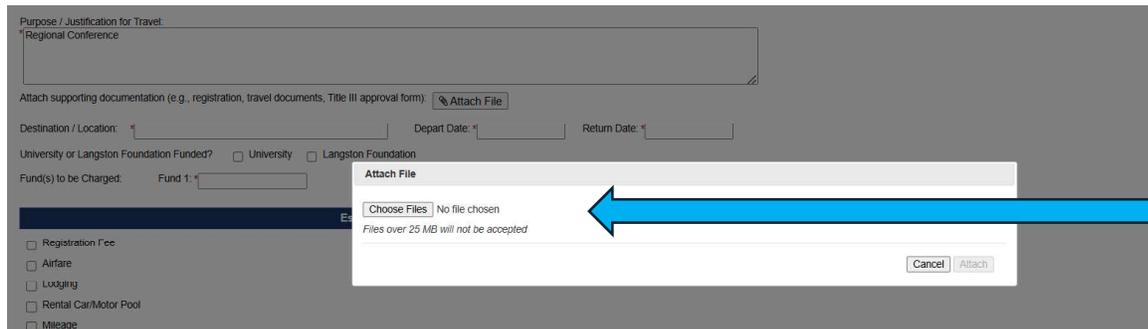
**CONTINUE TO COMPLETE THE DOCUMENT ACCORDING TO THE COMPONENTS OF YOUR TRAVEL AUTHORIZATION:**

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

Total Estimated Expenses: * $ 1,383.00

Comments:

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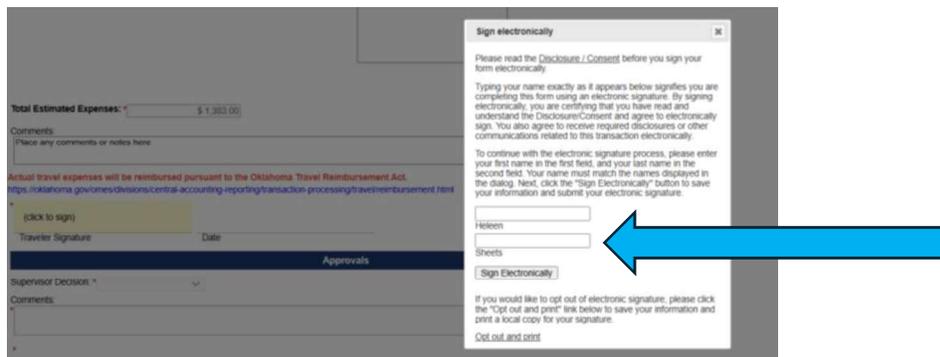https://oklahoma.gov/omes/divisions/central-accounting-reporting/transaction-processing/travel/reimbursement.html

6. After all required questions are completed, you can now digitally sign the form. **"Click To Sign"** inside the Yellow signature box.
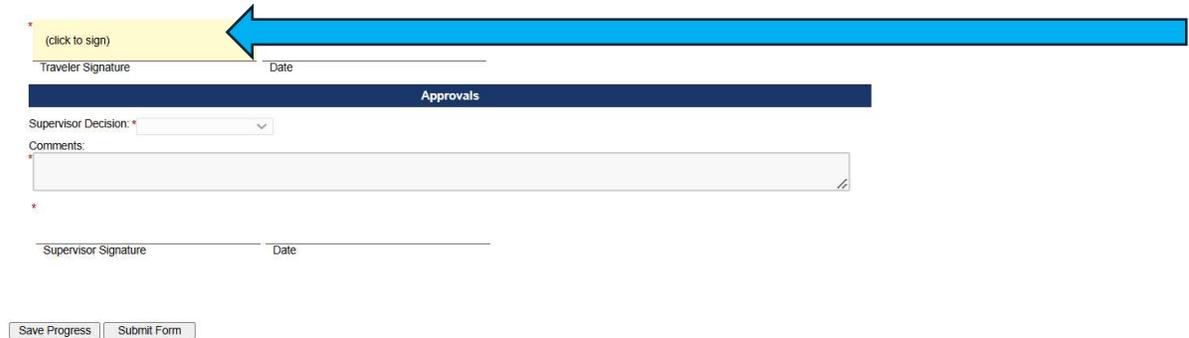
A signature box appears. Please type in your First Name and Last Name in the appropriate boxes and click **"Sign Electronically."**

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

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

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.

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

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, Dynamic Forms will time out and you will need to re-enter the Dynamic Form platform.

How To Re-Access the Dynamic Form platform

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

2. When the Dynamic 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.

3. An Organizations box appears. Click to highlight **Langston University – Sandbox**. Then Click on 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.