

How To Access & Complete the Travel Authorization Dynamic Form

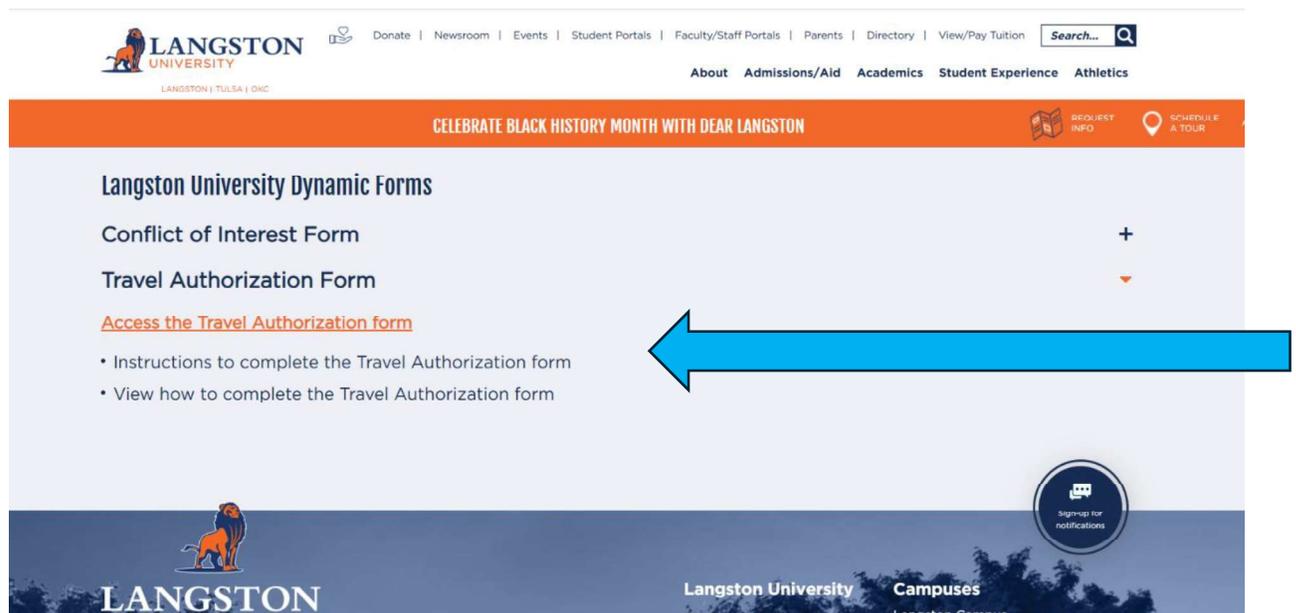
1. On the <https://langston.edu> website click on **Faculty/Staff Portals** in top menu.
2. Click to open **Dynamic Forms**.

The screenshot shows the Langston University website interface. At the top left is the Langston University logo with the text "LANGSTON UNIVERSITY" and "LANGSTON | TULSA | OKC". To the right of the logo are navigation links: "Donate", "Newsroom", "Events", "Student Portals", "Faculty/Staff Portals", "Parents", "Directory", and "View/Pay Tuition". A search bar is located on the far right of the top navigation. Below the navigation is a blue banner with the text "CELEBRATE BLACK HISTORY MONTH WITH DEAR LANGSTON" and a "REC INFO" icon. The main content area is a grid of six white boxes with orange borders. The top row contains: 1. "Microsoft WEBMAIL" with a brief description and a "NEED HELP?" link. 2. "ACTIVATE YOUR LIONKEY" with a key icon and links for "CHANGE PASSWORD" and "RESET PASSWORD". 3. "Canvas" with a brief description. The bottom row contains: 1. "FORMS.LANGSTON.EDU" with a brief description. 2. "DYNAMIC FORMS" with a brief description and a blue arrow pointing from the "FORMS.LANGSTON.EDU" box to it. 3. "FACULTY & ADVISOR SERVICES LOGIN" with a brief description.

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**.

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.

- 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: *Heleen Traveler Last Name: *Sheets
 Traveler Email Address: *heleen.sheets@langston.edu Traveler Mobile Phone Number: *(405) 000-0000
Please specify a valid phone number.
 Traveler Role: *Faculty LU ID Number: (ID, CWID or SSN) *A0000000

Supervisor First Name: *Heleen Last Name: *Sheets Email: *heleen.sheets@langston.edu
 Is your Supervisor the Senior Leader? *Yes

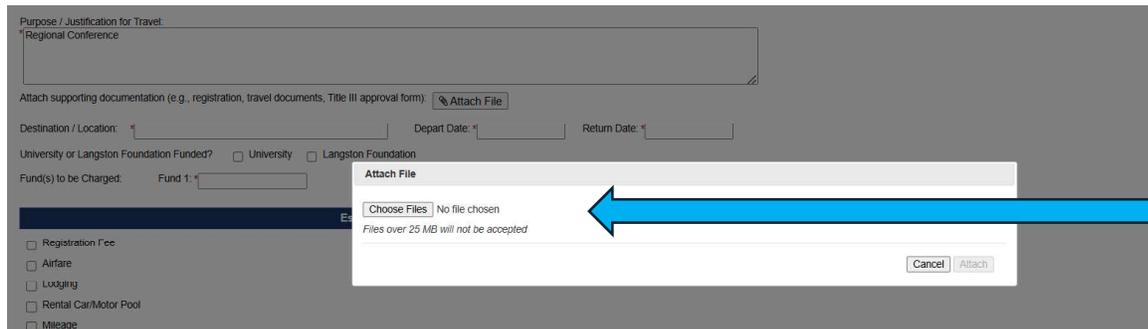
Purpose / Justification for Travel:
 *Regional Conference

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

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: *00000 Fund 2: Fund 3:

NOTE:

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

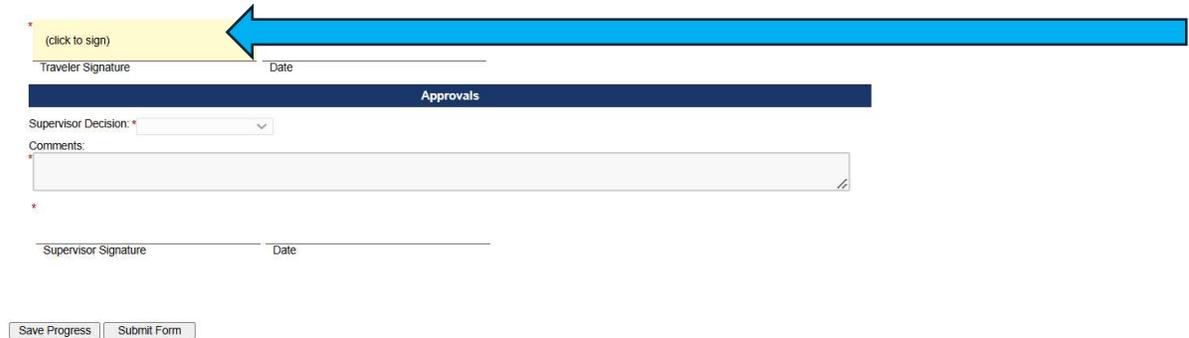


CONTINUE TO COMPLETE THE DOCUMENT ACCORDING TO THE COMPONENTS OF YOUR TRAVEL AUTHORIZATION:

Estimated Travel Costs		
<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
	<small>(limited to U.S. General Services Administration rates, see https://www.gsa.gov/travel/plan-book/per-diem-rates)</small>	
	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
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>

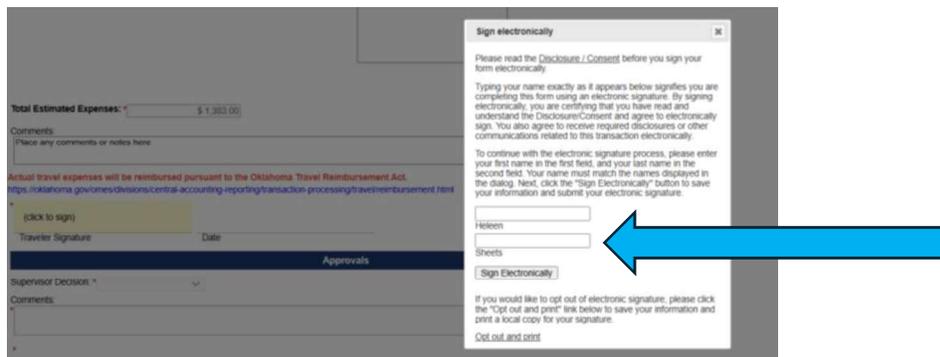
6. After all required questions are completed, you can now digitally sign the form. **“Click To Sign”** inside the Yellow signature box.



The screenshot shows a form with several fields. A yellow box containing the text "(click to sign)" is highlighted, with a large blue arrow pointing to it from the right. Below this box are fields for "Traveler Signature" and "Date". A dark blue bar labeled "Approvals" is positioned below the signature fields. Underneath, there is a "Supervisor Decision" dropdown menu, a "Comments" text area, and another "Supervisor Signature" and "Date" field. At the bottom left, there are two buttons: "Save Progress" and "Submit Form".

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 a "Sign electronically" dialog box overlaid on a form. The dialog box contains the following text: "Please read the [Disclosure / Consent] before you sign your form electronically.", "Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.", "To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the 'Sign Electronically' button to save your information and submit your electronic signature.", Below the text are two input fields for "First Name" and "Last Name", and a "Sign Electronically" button. A blue arrow points to this button. At the bottom of the dialog box, there is a link that says "Opt out and print".

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

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 _____



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: * Traveler Last Name: *

Traveler Email Address: * Traveler Mobile Phone Number: *

Traveler Role: * LU ID Number (ID, CWID or SSN): *

Supervisor First Name: * Last Name: *

Is your Supervisor the Senior Leader? *

Purpose / Justification for Travel:

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

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:

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".



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>

Heleen Sheets
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, 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**.

The screenshot shows the Langston University Faculty/Staff Portals page. At the top left is the Langston University logo with the text 'LANGSTON UNIVERSITY' and 'LANGSTON | TULSA | OKC'. To the right is a navigation menu with links: 'Donate', 'Newsroom', 'Events', 'Student Portals', 'Faculty/Staff Portals', 'Parents', 'Directory', and 'View/Pay Tuition'. A search bar is located on the far right. Below the navigation is a secondary menu with links: 'About', 'Admissions/Aid', 'Academics', 'Student Experience', and 'Athletics'. A banner across the top of the main content area reads 'CELEBRATE BLACK HISTORY MONTH WITH DEAR LANGSTON'. The main content area is a grid of six service tiles. The first row contains three tiles: 'Microsoft Webmail' (with a Microsoft logo and an envelope icon), 'Activate Your Lionkey' (with a key icon), and 'Canvas' (with a Canvas logo). The second row contains three tiles: 'FORMS.LANGSTON.EDU' (with a briefcase icon and a blue arrow pointing to it), 'DYNAMIC FORMS' (with the Dynamic Forms logo), and 'FACULTY & ADVISOR SERVICES LOGIN' (with a briefcase icon). Each tile includes a brief description and a link for help or password management.

- 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.

Form Templates 17
Selected 1 orgs

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.

Organizations

Select all orgs

- Langston University
- Langston University - Academic Affairs
- Langston University - Accounting
- Langston University - Athletics
- Langston University - Fiscal & Administrative Affairs
- Langston University - Human Resources
- Langston University - Operations
- Langston University - Presidents Office
- Langston University - Purchasing and Travel
- Langston University - Registrar
- Langston University - Residential Life
- Langston University - Sandbox**
- Langston University - Strategic Enrollment and Advising
- Langston University - Student Affairs
- Langston University - Technology
- Langston University - Title III

Total orgs 16

Statuses

- All Statuses
- Returned
- Multi-Pending
- Pending
- Processed
- Archived
- Payment Pending
- Draft
- Opted Out Of E-Signature
- Deleted

Folder Filter: Do not filter

Active Filter: Do not filter

Favorite Filter: Do not filter

Sorting: Form name

Paging: 50

Warehouse: Do not include

Buttons: Cancel, Reset, Save As Preference, **Apply**

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 Form Templates interface. At the top left is the Langston University logo. The main header includes a search bar, "My Forms / Portal", "Admin", and a help icon. Below the header is a table of form templates. The table has columns for Active, Invites, Form Name, Returned, Multi, Pending, Processed, Archived, and Action. The "Travel Authorization Form" is highlighted in blue, and a blue arrow points to the diagonal arrow icon in the "Action" column for that form. Other forms listed include Conflict of Interest, International Travel Registration Form, ITS Equipment Request Form, and Out of State Travel Request.

Active	Invites	Form Name	Returned	Multi	Pending	Processed	Archived	Action
Yes	0	Conflict of Interest Langston University - Sandbox	0	0	5	1	0	Action
Yes	0	International Travel Registration Form Langston University - Sandbox	0	0	0	0	0	Action
Yes	0	ITS Equipment Request Form Langston University - Sandbox	0	0	1	0	0	Action
Yes	0	Out of State Travel Request Langston University - Sandbox	0	0	0	0	0	Action
Yes	0	Travel Approval Form Langston University - Sandbox	0	0	0	0	0	Action
Yes	0	Travel Authorization Form Langston University - Sandbox	0	3	2	0	0	Action