

\_\_\_\_\_  
\_\_\_\_\_

By completing and signing this form, I am authorizing \_\_\_\_\_  
to enter any, or all, travel/expense reports on my behalf in the Travel & Expense Module  
in PeopleSoft Financials.

I am also authorizing the above to 'check' the box containing the below statement on  
my behalf, and submit my travel report and required documents to Accounting Services  
electronically.

***I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more  
than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and  
I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.***

\_\_\_\_\_  
Traveler Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Please return completed form to Christy Colvin at [christy.colvin@mga.edu](mailto:christy.colvin@mga.edu)