

MIDDLE GEORGIA STATE UNIVERSITY
AUTHORIZATION OF ALTERNATE EXPENSE USER

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 aware that the above can only create reports on my behalf, and that I am required
to review and submit the report.

*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 Jessica McHolan at jessica.mcholan@mga.edu