

MIDDLE GEORGIA STATE COLLEGE
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 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