

ADOBE FORM INSTRUCTIONS
AP - Travel Authorization form (SELF)

Instructions for completing the Travel Authorization form (SELF) using Adobe Sign workflow. Advance approval is required for any person traveling on University Business. This form may be used for this purpose.

- 1) From the AP Forms page, you can click on the form, and log into Adobe Sign. You will start from the Library, and click on the workflow, and select the AP - Travel Authorization form (SELF)
- 2) Next you will need to note the recipients; which would include you and your approvers
- 3) Next you will note yourself as the traveler
- 4) Then add your approver(s)
- 5) If you are using ORSP funds, you will need to add the approver for that fund
- 6) If you are traveling internationally, you will need to include the President as an approver
- 7) If traveling internationally, please be sure to cc AnnMarie Rivas