

## **How to download a Travel Authorization Application Form**

1. The location is at <http://acit.lbcc.edu/formstorage.cfm>
2. Click on “Display Forms for Fiscal Services & Payroll”
3. The forms are arranged alphabetically on the Fiscal Services & Payroll page
4. Scroll down the page to the Travel Authorization Form, and the Travel Authorization guidelines
5. Click on “View Form”
6. Print the Travel Authorization Form