

[Form Instructions](#)

# LaGov Security - Travel

## Request for Position Security

Position Number	Personnel Area	Action
		Add
		Remove
Position Holder Name	Holder Personnel #	Start Date
		End Date (change if temp)

### Travel Authorization

Select only ONE authorization for the position listed above.

- TV-01 Travel Reporting Only : Executes Reports only
- TV-02 Travel Administrator - Basic : Performs all functions EXCEPT approving and canceling travel expense reports (can view and enter travel expense reports for all employees at their agency)
- TV-03 Travel Administrator - Regular : Performs all functions EXCEPT canceling (**restricted for LDH Travel Staff only**)
- TV-04 Travel Administrator - Advanced : Performs all functions (**restricted for LDH Travel Managers only**)
- TV-05 Cost Assignment Reviewer : Creates an additional approver before the traveler's supervisor for all employees at the agency. This approver reviews the costing values (budget codes) for accuracy and is allowed to edit costing values only (cannot change travel expense report details). (**restricted for LGE agencies only**)
  - Primary
  - Alternate
- TV-06 Agency Designee Approver : Creates an approver after the traveler's supervisor for all employees at the agency. (**restricted for LGE agencies only**)

**Personnel Areas / Agency Numbers** - enter all personnel areas / must be 4 digits

Comments / Special Directions

Employee Signature

Date

Supervisor or Appointing Authority Signature

Date