Electronic Signature Travel Inc. Guest Travel [Airfare] Authorization

DocuSign’s easy-to-use digital transaction platform lets users send, sign and manage documents securely from any device.


We are proud to announce that the **Guest Travel [Airfare]** Authorization [GTA] to permit Travel Inc. to book and bill guest’s airfare is now digital and can be electronically signed.

**Instructions to Sign and Submit a Guest Travel Authorization Form for Airfare**

2. Enter ‘Your Name’ and ‘Email’ being that you are the user initiating the form.
3. Click the ‘Begin Signing’ button.

   ![](Form.png)

4. Retrieve your access code from your email. [If you do not receive your code from a DocuSign System email address, and you have checked your junk mail, contact travelteam@gsu.edu].
5. Copy the unique ‘Signing validation code’ [for pasting]. – *Code shown below is for illustration.*

```
Signing validation code: a77062cd
```

6. Click the ‘RESUME SIGNING.’

```
RESUME SIGNING
```

7. Enter the Access Code to view the Guest Travel Authorization.
8. Click the VALIDATE button.

9. Read the General Instructions before you begin completing the form. NOTE: All red fields are required.

10. Be sure to click on the Signature box to electronically sign the document. **NOTE: the below Arranger email and name are for illustration purposes only.**

<table>
<thead>
<tr>
<th>Purchase Order# / Approved Est. Airfare:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Arranger’s Signature:</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:mstandifer@gsu.edu">mstandifer@gsu.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

11. After completing sections 1 – 3, click the FINISH button to submit the form to GSU’s TravelTeam.

12. NOTE: If you would like to take other actions [i.e. save the form for later submission] click on the ‘Other Actions’ drop down for options.

13. Once the GSU’s TravelTeam approves the form, you will receive an email with the completed document and an email sent to Travel Inc.

*Congratulations! You have completed the DocuSign Guest Travel Authorization for Airfare. Contact your TravelTeam@gsu.edu with questions and comments.*

Click the link below to Access the form

[Travel Inc. Guest Airfare Travel Authorization Form]