

Sam Houston State University  
A Member of the Texas State University System  
Office of Disbursements and Travel

Traveler Setup Request Form  
Chrome River Only

Student

Guest

Prospective Employee

Traveler's Legal Name:

\_\_\_\_\_

Department Traveling for :

\_\_\_\_\_

Traveler's Mailing address	
Phone Number	

This is not a request for PaymentWorks invitation

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email form to: [acctspay@shsu.edu](mailto:acctspay@shsu.edu)