

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