



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	
SHSU ID	
Email Address	

This is not a request for PaymentWorks invitation.

Requestor's Signature: _____ **Date:** _____

Email form to: acctspay@shsu.edu