

## Travel Authorization Quick Step Instructions:

The Travel Authorization form is formatted to be completed electronically. The Travel Authorization is to be approved before any financial obligation is incurred and at least one week before the travel departure date. Visit <http://www.mnstate.edu/travel> for complete guidelines regarding travel and business expense reimbursement.

### Section I: Employee and Trip Information

- 1) Complete all information as requested.

### Section II: Estimated Expenses

- 1) Select appropriate transportation and indicate planned form of payment.
  - a) If choosing to drive private vehicle for out-of-state travel, documentation of lowest airfare to destination is required to be submitted with this form. When estimating mileage and a state-owned vehicle is:
    - > available and declined, or not requested by the Employee, use 49 cents per mile (\$.49).
    - > not available (motorpool documentation required) use 56 cents per mile (\$.56).
  - b) A valid driver's license is required to operate a state, private, or rental vehicle while on state business. A private vehicle must be properly insured. State vehicles must be reserved in advance by visiting the MSUM website under Scheduling Services.
  - c) Rental vehicle justification: Vehicle Rentals are only authorized when the type of travel or location of meeting is such that the use of local transportation (taxi, airport limo, shuttle or buses) is not practical or is expected to be more expensive. Use the space provided to give your detailed justification for vehicle rental as required by MnSCU Board policy.
- 2) Estimate lodging and indicate planned form of payment.
- 3) Estimate meals and complete a special expense form if necessary.
  - a) An approved Special Expense Form is required in advance for conference, registration, or tuition exceeding \$1000 or for meals exceeding maximum state allowance.
- 4) Estimate any additional trip expense not previously listed.

### Section III: Funding Sources and Authorizations

- 1) List cost center number, name, and dollar amount to each.
- 2) If all or part of the travel is to be paid by a third party, indicate the amount and complete the "Travel Expense Reimbursement by an Outside Source" form.
- 3) Required approval information
  - a) Out-of-state Travel signatures required:
    - > Employee
    - > Department Chair (for acknowledgement)
    - > Supervisor
  - b) International Travel signatures required:
    - > Employee
    - > Department Chair (for acknowledgement)
    - > Supervisor(s)
    - > University President

Upon completion of the required approval signatures, return the original document to the requestor.

A copy of the approved Travel Authorization will need to be submitted as documentation with purchasing card statements, purchase orders, expense reports, check requests, and wire transfers.

*form on next page...*

**Check applicable:**  **In-State** In-State travel requires verbal approval. In addition, complete this form for all rental vehicle justifications as required by MnSCU Board Policy.  
 **Out-of-State** Out-of-state travel requires written prior approval.  
 **International** International travel requires written prior approval. In addition, a completed "International Travel Risks and Responsibilities" form is required.

**Section I. Employee and Trip Information**

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Bargaining Unit: \_\_\_\_\_ Travel Destination: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Describe the reason for travel. Attach a copy of the event agenda or brochure. \_\_\_\_\_

Provision for classes (if applicable) \_\_\_\_\_

**Section II. Estimated Expenses**

Estimate all expenses to be incurred and indicate method of payment.

**Transportation:**

Air  Bus  Railway  Other \_\_\_\_\_ \$ \_\_\_\_\_

Motorpool Vehicle (Internal Charge)

\_\_\_\_\_ miles @ \$ \_\_\_\_\_/mile \_\_\_\_\_ \$ \_\_\_\_\_

Private Vehicle (If choosing to drive a private vehicle for out-of state-travel, documentation of lowest airfare to destination is required to be submitted with this form.)

\_\_\_\_\_ miles @ \$ \_\_\_\_\_/miles \_\_\_\_\_ \$ \_\_\_\_\_

Rental Vehicle (Include rental cost, gas, fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_     
 (Complete justification box to the right.)

**Lodging:**

Number of nights \_\_\_\_\_ @ \$ \_\_\_\_\_/night \_\_\_\_\_ \$ \_\_\_\_\_

**Meals:**

Estimate of total meals \_\_\_\_\_ \$ \_\_\_\_\_

Conference or Registration Fee \_\_\_\_\_ \$ \_\_\_\_\_

Special Meals or Banquets \_\_\_\_\_ \$ \_\_\_\_\_

Other Expenses \_\_\_\_\_ \$ \_\_\_\_\_

**Total Estimated Trip Expenses** \_\_\_\_\_ \$ \_\_\_\_\_

Employee Expense  
Purchasing Card  
P.O.

**Rental Vehicle Justification:**

Estimated cost of other transportation: \$ \_\_\_\_\_  
 (eg. Motorpool, taxi, airport shuttle, bus)

Explanation for needing a rental vehicle:

Rental Vehicle type:  Mid-Size  Compact  Other\*

\*Explanation for "other" vehicle type:

\*\*Reminder\*\* 15 Passenger vans are never allowed for University travel.

**Section III. Funding Sources and Authorizations**

Cost Center number & name \_\_\_\_\_ \$ \_\_\_\_\_

Cost Center number & name \_\_\_\_\_ \$ \_\_\_\_\_

Cost Center number & name \_\_\_\_\_ \$ \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Dean (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

President (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Third Party Reimbursement \$ \_\_\_\_\_

Attach the "Travel Expense Reimbursement by an Outside Source" form

**DISTRIBUTION:** Upon completion of approvals, return the original form to requestor.

**REQUESTOR:** Retain and submit a copy to Business Services with each out-of-state, rental vehicle, and international payment request.