

Student Travel Authorization Quick Step Instructions:

The Student Travel Authorization is to be approved prior to any financial obligation and at least one week before travel departure date. This form is to be used for trips over 35 miles from the University.

Section I: Trip Information

- 1) Complete all trip information as requested.
- 2) The Responsible University Faculty/Staff Person is the State Employee who is assisting the Student with their trip. An example of this person may be an Advisor or Department Chair.

Section II: Student Information

- 1) Complete all student information as requested.
- 2) Students intending to drive need to check the box as requested.
 - a) If not previously completed, drivers need to complete the Drivers Verification online at: <https://my.mnstate.edu/Driver/>. This may take 2-3 weeks for verification, plan accordingly.
 - b) Van drivers must be 18 years old.
 - c) A valid driver's license is required to operate a state, private, or rental vehicle while on University travel.

Section III: Estimated Expenses

Original itemized receipts are required certain for reimbursements. Receipts must list each item purchased.

- a) Students and State Employees using state funds traveling on state business and using commercial airlines cannot claim frequent flier miles as their own.
- 1) Estimate all expenses to be incurred and indicate the method of planned payment.
 - 2) State vehicles are reserved online at: <https://msum.scheduling.mnscu.edu/Default.aspx>
 - 3) Private vehicle mileage:
 - a) State-owned vehicle available but declined - 51 cents per mile (.51) for travel on or after 1/1/2019.
 - b) State-owned vehicle not available - 58 cents per mile (.58) for travel on or after 1/1/2019. (Motor Pool documentation required).
 - c) A private vehicle must be properly insured.
 - 4) Rental vehicle justification:
 - a) 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 lines provided to give your detailed justification for vehicle rental as required by MnSCU Board Policy.
 - 5) Meal reimbursement for traveling students is as follows:
 - The breakfast meal is reimbursed (at actual cost not to exceed \$9.00) when the trip begins before 6:00 a.m.
 - The lunch meal is reimbursed (actual cost not to exceed \$11.00)
 - The dinner meal is reimbursed (actual cost not to exceed \$16.00) when the trip ends after 7:00 p.m.
 - a) Business Services does not require receipts for meal reimbursements; however the budget supervisor may require receipts. Please verify this with the Responsible University Faculty/Staff Person.
 - b) When a Special Meal or Banquet is required the state Faculty/Staff person is to pay and a itemized receipt is required. The actual amount spent is what will be reimbursed.

After completing Sections I, II, and III, please submit document to the Responsible University Faculty/Staff Person to complete Section

IV. Section IV: Funding Sources and Authorizations

- 1) Responsible University Faculty/Staff Person complete the funding sources and route for all of the appropriate approval signatures.
- 2) Fax this document to Public Safety dispatch at 218-477-2897 with any necessary changes.
- 3) Attach a copy of the approved Student Travel Authorization along with **each payment request**.
Payment request examples: purchasing card statement, purchase orders, expense reports, check requests, and wire transfers.



Travel Destination: _____ Departure Date: _____ Return Date: _____

Responsible University Faculty/Staff Person: _____ Cell Phone Number: _____

Section III. Estimated Expenses

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

Transportation:

Air Bus Railway Other _____ \$ _____ Cardholder Name _____

State Vehicle (Internal Charge)
 _____ miles @ \$ _____/mile X _____ vehicle(s)..... \$ _____ Cardholder Name _____
 – Students and State Employees using state funds traveling on state business and using a commercial airline cannot claim frequent flier mileage as their own.

Private Vehicle
 _____ miles @ \$ _____/mile X _____ vehicle(s)..... \$ _____

Rental Vehicle..... \$ _____ Cardholder Name _____

Rental Car Justification:

Lodging:

Number of nights _____ @ \$ _____/night..... \$ _____ Cardholder Name _____

Meals:

Estimate of total meals \$ _____

Special Meals or Banquets..... \$ _____ Cardholder Name _____

– Itemized receipt(s) required. Responsible Faculty/Staff will be reimbursed for actual amount spent for special meals or banquets.

Other:

Conference or Registration Fee..... \$ _____ Cardholder Name _____

Other Expenses..... \$ _____ Cardholder Name _____

Other Expenses..... \$ _____ Cardholder Name _____

Other Expenses..... \$ _____ Cardholder Name _____

Total Estimated Trip Expenses..... \$ _____

Upon completion, return to the Responsible University Faculty/Staff for completion of Section IV.

Section IV. Funding Sources and Authorizations –To be completed by Responsible University Faculty/Staff.

Cost Center number/name _____ \$ _____

Cost Center number/name _____ \$ _____

Cost Center number/name _____ \$ _____

Authorized Signature/Advisor: _____ Date: _____

Dean/Director/Vice President: _____ Date: _____

International Travel, Dir. Study Abroad, Janet Brandau: _____ Date: _____

International Travel, President's Designee, Arrick Jackson: _____ Date: _____

- ▶ Upon approval, return this document to the responsible University Faculty/ Staff person. All 334xxx SABC accounts need to send a copy of this form to the Activity Business Manager.
- ▶ Prior to student travel, deliver to Public Safety dispatch at 218-477-2897 (fax) or dispatch@mnstate.edu (email).
- ▶ Attach this completed form to all payment requests.