

Travel Authorization Quick Step Instructions

The Travel Authorization form is to be approved before any financial obligation is incurred and at least one week before the travel departure date. Visit the [Travel and Business Expenses](#) webpage for complete guidelines.

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 a private vehicle for out-of-state travel, documentation of lowest airfare to destination is required to be submitted with this form. If a state-owned vehicle is:
 - Available and declined, or not requested- employee will be reimbursed 50.5 cents per mile (.505) for travel on or after 1/1/2020.
 - Rate prior to 12/31/2019 is 51 cents per mile.
 - Not available (Motor Pool documentation is required) - employee will be reimbursed 57.5 cents per mile (.575) for travel on or after 1/1/2020.
 - Rate prior to 12/31/2019 is 58 cents per mile
 - b. A valid driver's license is required to operate any vehicle while on state business. Also, private vehicles must be properly insured.
 - c. Drivers must have completed the [Driver Verification Check](#) online. Verification may take 2-3 weeks.
 - d. Rental vehicle justification: Rentals are only authorized if local transportation (taxi, Uber, Lyft, airport limo, shuttle, or buses) is not practical or is more expensive. Give detailed justification for vehicle rental as required by Minnesota State Board policy.
2. Estimate lodging and indicate planned form of payment.
3. Estimate meals and complete a Special Expense (SE) form if necessary. An approved SE form is required for conference/registration/tuition over \$1,000 or for meals exceeding maximum state allowance.
4. Estimate any additional trip expenses not previously listed.

Section III: Funding Sources and Authorizations

- a. List cost center number, name, and dollar amount to each.
- b. If all or part of the travel is to be paid for by a 3rd party, indicate the amount and complete the [Travel Reimbursement by an Outside Source](#) form.
- c. Required approval information:
 - Out-of-State Travel signatures required:
Employee → Department Chair/Director/Supervisor → Dean/Vice President
 - International Travel signatures required:
Employee → Department Chair/Director/Supervisor → Dean/Vice President → University President

Upon completion of the required approval signatures, return the original document to the requestor. A copy of the approved Travel Authorization needs to be submitted with any of the following: purchasing card statements, purchase orders, expense reports, check requests, and wire transfers.

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: (Licensed lodging facility only- see Travel Policy)

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, Uber, Lyft, 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.

*An approved Special Expense form is required for:
 - conference/registration/tuition over \$1,000
 - meals exceeding maximum state allowance

Section III. Funding Sources and Authorizations

Cost Center number & name _____ \$ _____

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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.