



Out of State Travel Authorization

Minnesota State Colleges and Universities Board policy/procedure 5.19.3 requires written prior approval for all out-of-state travel.

- Submit the Travel Authorization form to your supervisor for approval at least 14 business days prior to departure date in order to be processed before travel. After receiving appropriate signatures, this form will be returned to Requestor.
• A copy should be attached to the employee expense reports and/or the Cardholder Activity Report.
• Out-of-state and international travel expenses will not be advanced or reimbursed without written prior approval.
• No travel is allowed to countries for which a travel advisory has been issued by the U.S. Department of State. In-state travel requires verbal approval of immediate supervisor.
• Section A (page 2) is required if non-employee/spouse/dependent is traveling with you. Section B (page 2) is required if travel expenses will be paid or reimbursed by a third party.
• Request to Incur Special Expense Form is required for conference registration fees more than \$1000 and meals beyond maximum state allowances.

Name/Title of Requestor: _____ Date of Request: _____

Department: _____ Return this form to Requester at (office address): _____

Name(s) and Title(s) of Employee(s) making trip: _____

Title of conference, workshop, meeting or event: _____

Full title of event sponsor (no acronyms or initials): _____

Location of event (title and address of host facility): _____

Starting time/date of event: _____ Ending time/date of event: _____

Estimated Departure time/date: _____ Estimated return time/date: _____

Estimated expenditure of University Funds (University funds are intended for expenses occurring on days of travel and of the event):

Rountrip Airfare: _____

Lodging (# nights @ \$ per night): _____

Meals (# days @ \$ per day): _____

Other (please explain): _____

Total Estimated Cost _____

If you are traveling ahead of the event, or staying beyond its completion, these expenses are your responsibility and should be explained here. See Section C on page 2 for more information.

What is the nature of the travel and why this is an appropriate use of University resources?

Requestor SIGNATURE: _____ Cost Center/Account#: _____

Out-of-state travel requests require signature of immediate supervisor and dean or appropriate vice president. International travel requires president's signature. All required signatures must be obtained in advance of travel.

Chair (acknowledge) or Supervisor (approve) SIGNATURE: _____ Date: _____

College/School Dean SIGNATURE: _____ Date: _____

Vice President/Provost SIGNATURE: _____ Date: _____

President SIGNATURE (required for international travel): _____ Date: _____

Section A. Required if a non-employee/spouse/dependent will accompany employee during travel.

Per Minnesota State System Board Policy 5.19: A student, volunteer or other participant must receive written approval by the University president or designee prior to proposed international travel. Also outlined in the policy, an individual may accompany an employee during business travel at the traveler’s expense. Note that personal guests, including spouses, are not allowed to travel in a state-owned, rented or leased vehicle.

I am informing the University that a non-employee will accompany me for travel documented on page 1 of this Travel Authorization form. I understand that I cannot seek reimbursement from the State of Minnesota for expenses incurred by those accompanying me.

Non-employees planning to travel with me include:

Family members: _____ How many? _____ Volunteers: _____ How many? _____ Students: _____ How many? _____
Community members: _____ How many? _____ Others: _____ How many? _____

Employee SIGNATURE: _____ Date: _____

Section B. Required if travel expenses will be paid directly or reimbursed to employee by a third party/outside organization.

Expenses for travel documented on page 1 of this Travel Authorization form will be (check one):

- Paid directly by a third party. Reimbursed to employee by a third party.

Name of third party responsible for the expense(s): _____

Entity is (check one): For-Profit Not-for-Profit Other (explain): _____

List of expense(s) third party is responsible for (type of expense and dollar value): _____

I declare that I will not seek reimbursement beyond the limits established in the State of Minnesota travel policy or my collective bargaining agreement/compensation plan. I will not seek reimbursement from the State of Minnesota for any expenses either reimbursed by or directly paid by a third party.

Employee SIGNATURE: _____ Date: _____

Section C. Additional information on public transportation, rental cars, personal vehicle use and flexible departure/return dates:

Commercial or public transportation should normally be used for out-of-state travel except to communities which border Minnesota (for example Sioux Falls, SD). Travel to border communities is treated as in-state travel.

A rental car may be considered if business travel is required, and public transportation is clearly not adequate. Rental car usage requires justification (indicating why a rental car was used instead of public transportation) on the Expense Report.

Out-of-state travel by personal car may be authorized. All out-of-state mileage is based on the lesser rate as noted above. Employees utilizing this option must include with their expense report an airfare quote dated at least two weeks prior to the trip and any other related expenses (airport parking, etc). Your expenses by personal car cannot exceed this quote and you will be reimbursed the lesser of the two amounts.

If a lower airfare is available by leaving on an earlier date, or returning at a later date, and the cost savings offsets the additional expense of hotel and meals, you may be reimbursed for these additional expenses, providing that the expenses do not exceed the amount saved on the lower airfare. See <http://www.minnesotastate.edu/board/procedure/519p3.html> for more information.