

## Travel Authorization Request (<https://www.mtsu.edu/boffice/travel.php>)

This is the first of two forms required for **Out-of-State travel** or **travel outside the continental United States**.

**In-State travel** only requires written authorization from the appropriate approving authority.

The second required form, the Travel Expenses Claim form, is the request for reimbursement and should be submitted no later than thirty (30) days following the completion of any travel.

The **Request for Travel Authorization** is an estimate of travel expenses which secures funding and permission to travel.

The form is available for 45 minutes. If you find you're running low on time, choose the 'Save Progress' option at the bottom of the page. The saved form will be accessible through Dynamic Forms on the Pipeline homepage. Prior to opening the form:

- Have names and email addresses of funding index approvers – see flowchart.
- This Request is an ESTIMATE of your travel expenses but be as specific as you can. If you do NOT put an item on the Request, it will not be considered an allowable expense post travel unless an exception memo with approving signatures up the chain to the president is provided.
- **Payee:** person traveling
- **Prepared by:** self-populates
- **Initial TA or Amendment:** mark accordingly
- **Are you the traveler:** mark accordingly
- **How many approvers must sign this form:** select your approver number
  - **See flowchart**
  - If more than one department will be splitting the costs, use the same order of approvers for the other departments.
- **Travel Purpose:** include destination and purpose
- **Supporting Documentation:** make sure all supporting documents are in ONE PDF
  - Any receipts that were paid by the department PCard
  - Hotel documentation-even if it hasn't been booked
  - Airline documentation-even if it hasn't been booked
  - If you are traveling out of the country, include a memo to the President with the proposed international itinerary and University purposes of the travel – see flowchart for approval chain.
- **Department:** employee's home department
- **Position Type:** select accordingly
- **Travel Reason:** select accordingly
- **Destination:** self-explanatory
- **Departure Date:** when the traveler is leaving
- **Return Date:** when the traveler is returning
- **Estimation of Expenses:** complete the section
- **Lodging Rate:** If attending a conference, include documentation from the conference with hotel rate in Supporting Documentation. If you do not have this documentation, you will only be reimbursed the allowable per diem rate for that city and state. (gsa.gov)
- **Meals:** use the per diem rate (also found on gsa.gov)
- **Other Expenses:** include taxi, Uber, Lyft, parking etc. All amounts are estimates.
- **Index/Account/Amount:** ask support staff or faculty advisor
  - If the amount of travel expense is to be split, put appropriate amount in each line with the index numbers
  - If the index number is not known, traveler can input "See Approver 1 Notes" and support staff will include the index number in Approver 1 Notes
- **How many other employees should receive the completed Travel Authorization:** Include the support staff – see flowchart for email addresses
- **Save Progress:** if form needs to be completed at a later time
- **Next**
- **Sign**
  - Form will automatically be sent to the approvers listed
- Once the form has been approved, Accounting Services will email a T# to the traveler.

Any special circumstances or exceptions that do not conform to this form, please ask your support staff or Accounting Services/Travel for help.

Questions? Check the Travel policy at <https://mtsu.edu/policies/business-and-finance/658.php> , FAQ's under Resources at <http://mtsu.edu/boffice/travel.php> , or your local support staff.