BSU/NTC Student Travel Request and Authorization Form

Student Name _____

Phone # _____

Account # _____ Amt. _____
_____ Amt. _____
_____ Amt. _____

Estimated Expenses

Transportation $_____
Lodging $_____
Meals $_____
Registration $_____
Other $_____
Total $_____

See University Travel page for policies/procedures/limits. https://www.bemidjistate.edu/offices/business-services/university-travel/

Location of Activity/Event:

_____

Name of Activity/Event:

_____

Club Name (if applicable): _____

Departure Date: _____ Departure Time: _____
Return Date: _____ Return Time: _____

Travel Request must be completed for travel outside of the Bemidji area. Approved travel request must be on file before travel can occur. Attach details if you are attending a conference/meeting. Please submit your travel request at least a week in advance of your trip so the necessary signatures can be obtained. Funds dispersed by College or University cannot be used for payment of expenses incurred during portion of a trip that does not involve conducting College/University business. (System Procedure 5.19.3) ***Additional acknowledgment form needed for all international travel.***

☐ Personal Car ☐ BSU Vehicle ☐ NTC Vehicle ☐ Air

BSU Vehicle Requested: (Indicate how many of each)

____ Passenger Van (seats 12) ____ Suburban (seats 8) ____ Mini-Van (seats 7) ___ Equipment Trailer

Number of Persons Traveling in Vehicle (including driver) _____

All Drivers must be listed Employee/Student ID #

_____ _____
_____ _____
_____ _____

List of students and other passengers must be attached

Note: All drivers must be approved annually to drive College/University vehicles. If approval is not obtained prior to the pick up date, the requestor will be prohibited from driving a College/University vehicle. Questions about approval, call 2859. System Procedure 5.19.3 states that **"personal guests, including spouses, are not allowed to travel in a state-owned, rented, or leased vehicle."**

Student Signature _____ Date _____

By signing this form, the student understands that he or she "is responsible for complying with Minnesota State Colleges and Universities travel policy and procedures, the employee's respective bargaining agreement or compensation plan, state laws, federal laws, and IRS guidelines…." (Board Policy 5.19)

Supervisor/Advisor/Dean (responsible for account) _____ Date_____

Vice President/Designee (for all out-of-state travel) _____ Date_____

President (for all international travel) _____Date _____

Forward the completed and approved request to Deputy 202, Box 5 Travel Desk

Print your name to have a copy of the signed form returned to you _____

Revised 2.13.19

BSU/NTC Student Travel Roster

List below all students participating in the trip. (Attach additional pages as necessary). All drivers must be listed on the first page of the travel request or noted below. Please type so that information is legible and accurate.

Student Name	Student ID#	Cell Phone	Emergency Contact Name & Phone