

BSU/NTC Student Travel Request and Authorization Form

Student Name _____ Phone # _____ Account # _____ Amt. _____ _____ Amt. _____ _____ Amt. _____	Estimated Expenses Transportation \$ _____ Lodging \$ _____ Meals \$ _____ Registration \$ _____ Other \$ _____ Total \$ _____
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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 two weeks 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.*

***If driving a personal vehicle, a copy of current certificate of insurance with coverage limits must be attached to this form. If carrying other students in your personal vehicle, a Driver's License check must be completed before travel can begin. Vehicle Use Agreement should be submitted at least 2 weeks in advance of travel. Form: Vehicle Use Agreement**

Personal Car* BSU Vehicle NTC Vehicle Air

BSU Vehicle Requested: (Indicate how many of each) **Number of Persons Traveling in Vehicle**
 (including driver) _____
 _____ Passenger Van (seats 12) _____ Suburban (seats 8) _____ Mini-Van (seats 7) _____ Equipment Trailer

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, 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 _____

