

# BSU/NTC Travel Request and Authorization Form

Please submit your travel request at least two weeks in advance of your trip so the necessary signatures can be obtained. Funds disbursed by the College or University cannot be used for payment of expenses incurred during a portion of a trip that does not involve conducting College/University Business. (System Procedure 5.19.3)

<b>Name</b> _____	<b>Estimated Expenses</b>	<b>For office use</b>
<b>Phone</b> _____	Transportation _____	Documentation _____
<b>Department</b> _____	Lodging _____	Approved Driver _____
<b>Campus Phone</b> _____	Meals _____	Copy of insurance _____
<b>Emergency contact name &amp; phone</b> _____	Registration _____	
	Other _____	
	<b>Total</b> _____	
<b>Box #</b> _____	<b>Account(s) &amp; Amount(s)</b>	
	_____	
	_____	
	_____	

Location of Activity/Event: \_\_\_\_\_

Name of Activity/Event: \_\_\_\_\_

**Attach documentation** - details/specifics of the conference, meeting, or other activity, including the dates (e.g. conference web page, email confirming a presentation or performance, or a description of who you will be meeting with, and what activities you will be engaged in). **The Travel Request will not be approved without this information**

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
 Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

If an employee is combining personal travel during their work travel, the employee can only be reimbursed for expenses that are incurred during the work portion of the trip. If personal travel is included, dates of personal travel: \_\_\_\_\_

- \*Driver's License check must be completed for anyone using a rental vehicle & BSU vehicle. You must be an approved driver to use a rental or BSU vehicle
- \*An employee or student driving a personal vehicle while carrying other employees or students as passengers must have completed a Driver's License check and must be an approved driver
- \*All drivers of personal vehicles carrying other employees or students must provide proof of insurance & coverage limits attached to this Travel Request
- \*Allow at least a 2 week turnaround for a Driver's License check, submit Vehicle User agreement to box #2\*

Personal Car      BSU Vehicle      NTC Vehicle      Enterprise Rental      National Rental      Air

**BSU/NTC Vehicle Requested:**

(Indicate how many of each below)

\_\_\_\_ Passenger Van (seats 12)    \_\_\_\_ Suburban (seats 8)    \_\_\_\_ Mini-Van (seats 7)    \_\_\_\_ Equipment Trailer

All Drivers must be listed      Employee/Student ID #

\_\_\_\_\_  
 \_\_\_\_\_      \_\_\_\_\_      **Number of Persons Traveling in Vehicle:**  
 \_\_\_\_\_      \_\_\_\_\_      (including driver) \_\_\_\_\_

List of other passengers must be attached

**Rental Vehicle Requested:**

**Was a BSU/NTC vehicle requested, but not available before Rental was reserved? (check yes or no)**

Yes      No      **If no, please provide justification as to why a BSU vehicle was not requested**

**If using a Rental vehicle: Attach justification for use of a vehicle other than a compact/economy  
 Pre-paid fuel option is not authorized for any rental vehicles**

**Note:** All drivers must be approved annually to drive College/University vehicles. If approval is not obtained prior to the pick up date, the requester will be prohibited from driving a College/University vehicle. System Procedure 5.19.3 states that **“personal guests, including spouses, are not allowed to travel in a state-owned, rented, or leased vehicle.”** For vehicles rented following airplane travel to another location, justification needs to be provided stating the reason a rental car was used instead of commercial transportation, such as a taxi, shuttle service, etc.

**Complete this section if your travel is during regular work days and requires modification of your work schedule.**

As per my collective bargaining agreement/compensation plan, I request a revision of my regular work schedule to travel as documented on this Travel Authorization form. The following arrangements are being made to cover my duties during my travel away from campus:

**Complete this section if travel expenses will be paid or reimbursed to the employee by an outside organization**

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

**Paid directly by 3rd party**

**Reimbursed to employee by 3rd party**

Name of 3rd party responsible for expenses \_\_\_\_\_

Entity is (check one)      For-profit      Not-for-profit      Other (explain)

List of expenses 3rd party is responsible for (type expense & dollar value): \_\_\_\_\_

I understand that I am not eligible for 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 3rd party

**Please Note:** Employees traveling on College/University business may be offered travel benefits issued by lodging facilities or airlines. Benefits issued by lodging facilities may include a free night of lodging given after a specified number of days paid. Airline benefits may include cash payments, discount coupons, free tickets, and frequent flyer mileage either as compensation to passengers who have been delayed or as rewards for frequent trips with a specific airline. Employees must not accept these benefits for personal use, according to Minnesota Statutes 43A.38, subdivision 2. If you travel frequently on College/University business you may get frequent flyer or other accounts that are specifically used for College/University travel, and can be redeemed to reduce the cost of future College/University travel. When submitting expenses for reimbursement, employees must certify, (by signing the expense report) that they have not accepted personal travel benefits when they apply for travel reimbursement.

**This travel authorization is subject to the condition that the particular travel is permitted by federal, state and system standards and local conditions at the time the travel occurs.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

By signing this form, the employee 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)

**Chair Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

By signing this form, the Chair indicates that sufficient funds are available in the designated account or accounts to cover the estimated cost of travel and that the travel outlined on this request is an appropriate use of IFO/College/University funds.

**Supervisor/Director/Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

By signing this form, the Supervisor indicates, per System Procedure 5.19.3, that:  
"a. The travel is primarily for the benefit of Minnesota State Colleges and Universities and is related to the effective conduct of business, including the promotion of interstate cooperation;  
b. The cost of the travel and absence from work will be offset by benefits accruing to Minnesota State Colleges and Universities, including the professional advancement of an employee; and  
c. The travel relates to activities which do not have as their purpose the advancement of a political party, a political candidate, or a religious denomination."

**Vice President/Designee** (for all out-of-state travel) \_\_\_\_\_ **Date** \_\_\_\_\_

**President** (for all international travel) \_\_\_\_\_ **Date** \_\_\_\_\_

**Original will stay on file at the Travel Desk.  
Questions? Call 755-2850**

*Print your name below to have a digital copy emailed to you:*

