BSU/NTC Student 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)

Name_____

Phone_____

Emergency contact name & phone

_____

Club Name (if applicable)

_____

Estimated Expenses

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

Account(s) & Amount(s)

_____

_____

_____

For office use

Documentation ☐

Approved Driver ☐

Copy of insurance ☐

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: _____

***Driver's License check must be completed for anyone using a BSU vehicle. You must be an approved driver to use a 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 ☐ 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

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. 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 _____

Revised 10.22.19

BSU/NTC Travel Roster

List all 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.

Name	Student ID#	Cell Phone	Emergency Contact Name & Phone