

Minnesota State Colleges & Universities Out of State Travel Authorization

SECTION I. EMPLOYEE & TRIP INFORMATION	
Name(s) of Employee(s) Taking Trip: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
Purpose of Travel: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
Destination Location: _____	
Date/s of Event: _____ Departure Date: _____ Return Date: _____	
Mode of Travel: Air _____ Private Automobile* _____ Motor Pool Vehicle _____ Other _____ <small>*(Attach airfare itinerary from state's travel agent to this form)</small>	
Was this trip pre-approved by the Unit's Cabinet member and included in the unit's master travel plan? <div style="text-align: right; margin-right: 100px;">_____ Yes _____ No</div> *If not included on the unit's master travel plan, the Cabinet member's signature (below) indicates approval.	

SECTION II. ESTIMATED EXPENSES AND JUSTIFICATIONS																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Airfare</td><td style="width: 10%;">\$</td><td style="width: 10%;"></td></tr> <tr><td>Lodging</td><td>\$</td><td></td></tr> <tr><td>Meals</td><td>\$</td><td></td></tr> <tr><td>Registration</td><td>\$</td><td></td></tr> <tr><td>Car Rental ***</td><td>\$</td><td></td></tr> <tr><td>Other (Specify)</td><td>\$</td><td></td></tr> <tr><td>Total Estimate ****</td><td>\$</td><td></td></tr> </table>	Airfare	\$		Lodging	\$		Meals	\$		Registration	\$		Car Rental ***	\$		Other (Specify)	\$		Total Estimate ****	\$		<div style="text-align: center; margin-bottom: 10px;">*** Car Rental</div> <p>A rental car may be considered if business travel is required and public transportation is clearly not adequate. If possible, Enterprise Rent-A-Car Company should be used. Provide justification for rental car below.</p> <p>**** If 3rd party is paying directly and/or reimbursing expenses, then please attach the form <i>Request for Approval of Travel Expenses Reimbursements by an Outside Source</i>.</p>
Airfare	\$																					
Lodging	\$																					
Meals	\$																					
Registration	\$																					
Car Rental ***	\$																					
Other (Specify)	\$																					
Total Estimate ****	\$																					
<u>Justification:</u> Explain in detail why trip is in best interest of MnSCU. <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>																						

SECTION III. APPROVALS			
_____ Requestor/Traveler Signature	_____ Print Name	_____ Date	_____ Phone
_____ Delegated Authority	_____ Print Name	_____ Date	_____ Phone
*Cabinet Authority	Print Name	Date	Phone
_____ Chancellor Signature (required for international travel)	_____ Date		

Submit to the Business Office prior to incurring expenses. Please attach a copy of this form to the employee expense report.