

Minnesota State Colleges & Universities Minnesota North Out of State Travel Authorization

SECTION I. EMPLOYEE & TRIP INFORMATION			
Name(s) of Employee(s) Taking Trip: _____			
Purpose of Travel: _____			
Destination Location: _____			
Date/s of Event: _____ Departure Date : _____ Return Date: _____			
Mode of Travel: Air <input type="checkbox"/> Private Automobile* <input type="checkbox"/> Motor Pool Vehicle <input type="checkbox"/> Other <input type="checkbox"/>			
* (Attach airfare itinerary from state's travel agent to this form)			
Was this trip pre-approved by the Unit's Cabinet member and included in the unit's master travel plan? <input type="checkbox"/> Yes <input type="checkbox"/> No			
**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: 60%;">Airfare</td><td style="width: 10%;">\$</td><td style="width: 30%;"></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="border: 1px solid black; padding: 10px; margin: 5px 0;"> <p style="text-align: center;">*** Car Rental.</p> <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> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>**** If 3rd party is paying directly and/or reimbursing expenses, then please attach the form: Request for Approval of Travel Expense Reimbursement by an Outside Source.</p> </div>		
Airfare	\$																							
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Meals	\$																							
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Car Rental***	\$																							
Other (Specify)	\$																							
Total Estimate ****	\$																							
<p><u>Justification:</u> Explain in detail why trip is in best interest of Minnesota North College and Minnesota State Colleges and Universities.</p>																								

SECTION III. APPROVALS			
Requestor/Traveler Signature	Print Name	Date	Phone
Supervisor Signature	Print Name	Date	Phone
President* / Cabinet Member Signature	Print Name	Date	Phone

(*President's signature required for international travel)

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.

Submit to the Business Office Prior to incurring expenses. Please attach a copy of this form to the employee expense report.
05/04/2021