



TRAVEL AUTHORIZATION
Minot State University, North Dakota

This request is for travel (please check one or both boxes below):

within North Dakota out of state

This form is to be completed by all faculty and staff who will be away from campus and/or unable to meet work obligations. **All travel must be approved by the appropriate chair or supervisor before the absence takes place.** The approved authorization form must be on file in the Business Office for travel expenses to be reimbursed. See www.minotstateu.edu/busoffice for out-of-state per diem rates.

Name _____ Title or Rank _____

Date(s) of Travel/Absence _____ Destination City(ies) _____

Purpose of Travel (Provide title of meeting or conference; your participation or role, etc.) _____

Faculty: Identify the arrangements made for each class missed (by course, day, and assignment):

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Mode of Transportation Requested: MSU Motor Pool vehicle
 "Motor Pool Request Form" submitted to Physical Plant Office
 Personal vehicle
 Other (list): _____

Estimated Costs:

	<u>Reimbursement</u> <u>Requested</u>	<u>Amount</u> <u>Approved</u>		<u>Fund No.</u>	<u>Amount</u>
Meals	_____	_____	<u>Fund to be Charged</u>	_____	_____
Lodging	_____	_____	Appropriated Account	_____	_____
Transportation	_____	_____	Local Account	_____	_____
Miscellaneous	_____	_____	Grant Account	_____	_____
Total	_____	_____			

Approved by:

Employee Requesting Travel _____ Date Requested _____

Chairperson or Supervisor _____ Date: Approved or Denied

If other funds requested, additional approval required: _____
 Funding source supervisor Date