

Request for Travel Authorization

Middle Tennessee State University, Murfreesboro, TN

TA no. _____
(Business Office Use Only)

Submit this approved form to the Business Office **BEFORE** travel begins in accordance with MTSU Policy I:01:02, section II. The Business Office will return a copy to the activity or department head. **Reference your TA number assigned by the Business Office on your Claim for Travel Expenses form.**

Name _____ MTSU ID (aka "M #") _____
 Date of request _____ Phone no. _____ P.O.Box _____
 Department _____ Index Code _____ Account code _____
 Destination _____ Departure date _____ Return date _____
 Check one: Faculty Administrative/Classified Student Team/Student Group Other

Purpose of Travel
 a. University Business b. Conference, workshop, or seminar
 Description _____

Estimate of Expenses

Reimbursable Expenses

Method of Transportation

Personal car Mileage _____ Miles @ _____ \$ _____
 Airfare \$ _____
 Rental Car \$ _____
 Other _____ \$ _____
 Lodging Number of nights _____ @ _____ \$ _____
 If conference, workshop, or seminar, please attach related brochure documenting hotel rates to your "Claim for Travel Expenses."
 Meals Number of days _____ @ _____ \$ _____
 Registration fee \$ _____
 Other reimbursable expense: _____ \$ _____
 _____ \$ _____
 Total Reimbursable Expenses: \$ _____

University Paid Expenses

Registration fee (attached completed registration form and mailing instructions) \$ _____
 Airfare (specify travel agency: All-Points Town and Country Wright Travel) \$ _____
 Total University Paid Expenses \$ _____

Total Estimated Travel Expenses \$ _____

Group Travel Only

Advance requested? Yes No Amount? _____ Date needed _____

Office Use Only: Advance index and account code: _____

Signature of requester (must be original) _____
 Approving authority _____
 _____ Activity or Department Head _____ Dean, Vice President, or President (as required)

Instructions for Completing the Request for Travel Authorization

Section 1:

This is a general information section. Type or print your name, MTSU ID (aka "M#"), the date of the request, on-campus phone number, on-campus P.O. box number, department, index code, travel account code, destination, departure and return dates in the appropriate blanks. Also check one box that best describes your position with the University.

Section 2:

Place an "X" in the space that best describes the travel purpose.

Type (a) is for travel which is necessary for the proper execution of official University business or in justifiable pursuit of an institution's educational and research objectives.

Type (b) for travel to conferences, workshops, seminars, or meetings of a professional nature which will increase the attending employee's usefulness to the University.

Section 3:

The Estimate of Expenses consists of reimbursable expenses and University-paid expenses.

Reimbursable expenses are those paid directly by the traveler and include transportation, lodging, meals, registration fees, and other miscellaneous travel expenses. Indicate in the appropriate spaces your best estimate of these expenses.

University-paid expenses include registration fees and airfare billed through one of the three university-contracted travel agencies. If you prefer to have the University pay your registration fees, you must attach a completed registration form including any mailing instructions.

A travel advance may be requested when an employee is traveling with a group of students and the employee is responsible for disbursement of all funds for the trip.

Section 4:

Sign the form and obtain required approvals.

Travel Account Codes

73110	Individual Instate Faculty
73115	Individual Instate Administration
73210	Individual Out of State Faculty
73215	Individual Out of State Administration
73250	Individual Out of Country Faculty
73255	Individual Out of Country Administration
73310	Teams and Groups Instate
73410	Teams and Groups Out of State
73450	Teams and Groups Out of Country
73510	Visitors Instate
73610	Visitor Out of State
73650	Visitor Out of Country
73800	Recruiting Instate
73810	Recruiting Out of State
73850	Recruiting Out of Country

Please refer to MTSU Policy IV:04:30 for a complete listing of travel account codes and descriptions.