

**Employee Information:** *You must have your Research/Advisor's & TA Coordinator's Signatures BEFORE placing a travel request through Concur*

Name:

Date(s) of Travel:

Purpose of Travel (If attending Conference please give title, NO ABBREVIATIONS)

**Additional Information:**

*Complete this form at a minimum of **TWO WEEKS** prior to the first day of travel. If the travel will be international, this form must be completed at a minimum of **THREE MONTHS** prior to travel.*

Person(s) traveling with you:

Account(s) or Fund Name(s) to be Charged:

*To receive any University funding, you must first receive Research/Advisor & TA Coordinator approval.*

\_\_\_\_\_  
*Research/Advisor Signature*

\_\_\_\_\_  
*TA Coordinator*

**TRAVEL AWARDS**

	CHOOSE:	YES	NO
Have you applied for Travel awards?			
Have you been awarded a Travel Grant? If so, turn in with this request.			

**COMMENTS:**

*IF THERE IS ANY ADDITIONAL INFORMATION PLEASE USE THIS SPACE.*

**Travel Guidelines**

- Detailed Travel Request must be submitted online through Concur. If you have any questions about Concur please contact your Travel Coordinator.
- When attending workshops, seminars, conferences, etc., please include a **copy** of the flyer/brochure for the event.
- If pre-registration is **required**, you may pay with your own credit card, or the departmental credit card.
- If you are traveling outside the US continental limits (this includes Hawaii, Puerto Rico, & Canada), Complete International Travel Request form, estimate your travel expenses and send this to your coordinator to process international travel request. **This Travel Form is for Domestic Travel Only.**
- If you do not stay at a conference hotel, it must be because; 1. The hotel is full, 2. You are staying with friends/family, 3. You found a cheaper hotel (must be at least \$25 cheaper). This must be noted in Travel forms before forms are submitted for reimbursement.
- If air travel is booked through Travel Leaders or Concur, hotel and car must also be booked with them. The only exception is conference hotels. You may book your own hotel if you are attending a conference.
- **No Travel expense can be charged to the Pro-Card**, except for registration fees for a conference.

**NON-ALLOWED EXPENSES**

- **Alcoholic beverages**
- **Personal phone calls**
- **Personal services, such as laundry**

**UPON RETURN FROM TRAVEL**

- An EBTA is considered an advance payment. Receipts and travel form must be processed **within 10 business days** of the month following the trip, or Payroll will deduct from your salary.
- Travel forms have **60 days** from after return of travel to submit forms for reimbursement. If not, reimbursement can be taxed. This is a federal law.
- Business meals require an itemized receipt and MSU Form C-4 (Entertainment Form). No Alcohol allowed on receipt.
- All meal receipts must have an itemized receipt along with the credit card receipt. If restaurant does not have itemized printed receipts, you must obtain an itemized/detailed ticket/receipt, before leaving. Your travel coordinator will not contact the restaurant for you, after returning from your trip.
- If driving out of state, instead of flying, you need to get an airfare quote from Travel Leaders to show cost comparison and complete the Form A-09 when using personal vehicle.
- If traveling with another MSU employee, list other employee's name and MSU ID number.
- Lodging: If sharing a room with another MSU employee, you must get two separate receipts, or one person pay, and entire reimbursement goes on that person's travel form.
- All **original itemized** receipts must be submitted for any travel related expenses.
- 12-month employees should include a leave form for any personal days being used, before or after conference dates.
- If travel policies are not followed and your travel coordinator must complete a waiver for your travel reimbursement, this is going on record and repeat offenders will not be reimbursed the charges.

I HAVE READ AND AGREE TO THE TRAVEL GUIDELINES AND ACCEPT FULL RESPONSIBILITY OF NOT ABIDING BY THE TRAVEL GUIDELINES.

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_