

Employee Information: *You must have Department Head's Signature **BEFORE** placing a travel Request form 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 for all Domestic Travel . If the Travel will be International, a month prior to the first day of travel .*

Person(s) traveling with you:

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

Please gain Business Manager Signature to verify the correct fund numbers.

Business Manager's Signature

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 Procurement 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.**
- 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 Concur before submitting for reimbursement.
- If air travel is booked through Travel Leaders or Concur, hotel and car must also be booked with them if you are not attending a conference. 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 note this in your Concur Expense Report.
- 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.
- Employees should include a leave form for any personal days being used, before or after conference dates.
- If travel policies are not followed you 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 _____

Please upload this signed document to your Travel Request on Concur.