

Request for Travel Authorization

Middle Tennessee State University, Murfreesboro

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 _____		Social Security no. _____	
Date of request _____	Phone no. _____	P.O.Box _____	
Department _____	Account no. _____	Object code _____	
Destination _____	Departure date _____	Return date _____	
Check one: <input type="checkbox"/> Faculty <input type="checkbox"/> Administrative/Classified <input type="checkbox"/> Student <input type="checkbox"/> Team/Student Group <input type="checkbox"/> Other			

Purpose of Travel	
<input type="checkbox"/> a. University Business	<input type="checkbox"/> 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: <input type="checkbox"/> All-Points <input type="checkbox"/> Town and Country <input type="checkbox"/> Wright Travel)	\$ _____
Total University Paid Expenses	\$ _____
Total Estimated Travel Expenses	\$ _____
Group Travel Only	
Advance requested? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount? _____ Date needed _____	
Office Use Only: Advance account no.: _____	

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, social security number, the date of the request, on-campus phone number, on-campus P.O. box number, department, account number, travel object 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. Consult *MTSU Policy No. IV:02:01*, Section 3.b., for current per mile cost when using motor pool vehicles. 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 Object Codes

3110	Individual In-State Business - Faculty
3115	Individual In-State Business - Administrative/Classified
3120	Individual In-State Professional - Faculty
3125	Individual In-State Professional - Administrative/Classified
3210	Individual Out-of-State Business - Faculty
3215	Individual Out-of-State Business - Administrative/Classified
3220	Individual Out-of-State Professional - Faculty
3225	Individual Out-of-State Professional - Administrative/Classified
3250	Individual Out-of-Country Business - Faculty
3255	Individual Out-of-Country Business - Administrative/Classified
3260	Individual Out-of-Country Professional - Faculty
3265	Individual Out-of-Country Professional - Administrative/Classified
3310	Group/Team Travel In-State
3410	Group/Team Travel Out-of-State
3450	Group/Team Travel Out-of-Country
3510	Visitor In-State
3610	Visitor Out-of-State
3650	Visitor Out-of-Country

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