

REQUEST FOR TRAVEL AUTHORIZATION

Submit this approved form to the Business Office **BEFORE** travel begins in accordance with University Policy 658, Travel. The Business Office will return a copy to the activity or Department to the E-mail addresses specified below. **Reference your TA number assigned by the Business Office on your claim for Travel Expenses form.**

Name: <input style="width: 95%;" type="text"/>	MTSU ID M#: <input style="width: 95%;" type="text"/>	Date of Request: <input style="width: 95%;" type="text"/>
Department: <input style="width: 95%;" type="text"/>	Position Type: <input style="width: 95%;" type="text"/>	Phone Number: <input style="width: 95%;" type="text"/>
Destination: <input style="width: 95%;" type="text"/>	Departure Date: <input style="width: 95%;" type="text"/>	Return Date: <input style="width: 95%;" type="text"/>
Travel Reason: <input style="width: 95%;" type="text"/>	Description: <input style="width: 95%;" type="text"/>	

ESTIMATE OF EXPENSES

Registration Fee (If University to pay, please attach completed registration form and mailing instructions) If the registration is more than \$500, a purchase order is required. Payment Method:

Transportation: [Get Mileage](#) Miles: Rate:

Airfare (If University paid, specify travel agency) Travel Agent: Payment Method: DOB:

Lodging If conference, workshop, or seminar, please attach related brochure documenting hotel rates to your "Claim for Travel Expenses" # Rooms: # Nights: Lodging Rate:

Meals # Travellers: Travel Days: Non-Travel Days: *See page two for reimbursement rates* Per Diem: Daily Rate:

Other: Payment Method:

University Paid	Reimbursable
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

AMOUNT APPROVED IF LESS THAN TOTAL ESTIMATE OF TRAVEL EXPENSES: <input style="width: 70px;" type="text"/>	TOTAL ESTIMATED TRAVEL EXPENSES: <input style="width: 70px;" type="text"/>
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Signature of Traveler (Must be original) _____ _____ (Date)	Index	Account	Amount
Department Head _____ _____ (Date)			
Dean, Vice President, or President (as required) _____ _____ (Date)			
Travel Authorization will be sent to the following E-mail addresses listed (separated by commas): <input style="width: 400px; height: 20px;" type="text"/>	Total Amount: <input style="width: 80px;" type="text"/>		
Name on P-Card: <input style="width: 150px;" type="text"/>			

Advance Request (International/Group Travel Only)

Employee By signature above, I hereby authorize the amount of this advance to be deducted from my next salary payment if a Claim for Travel Expense has not been submitted within 30 days of return or by June 30th

Student By signature above, I hereby authorize MTSU to encumber my records for any temporary travel advances whereby not allowing me access to my grades or to register for upcoming semester classes if I fail to submit a travel claim for the trip or refund the University for the advance received

Amount Requested:
Date Needed:

TENNESSEE BOARD OF REGENTS
Effective date: October 1, 2016 until revised

General Reimbursement Rates

Standard mileage rate	\$0.47
Maximum parking fees without receipt	\$8.00 per day
Fees for handling of equipment or promotional materials	\$20.00 per hotel

Out-of-State Reimbursement Rates

Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. The CONUS rates are located on the U.S. Government's web page at <http://www.gsa.gov/>. Use the CONUS standard rates for all locations within the continental United States not specifically on the web page as listed point.

In-State Travel Reimbursement Rates

Level I Counties and Cities

Day of Departure and Return	Maximum Lodging	Maximum Meals & Incidentals
75% of M&I	\$161.00 + tax	\$59.00
Davidson County		

Level II Counties and Cities

Day of Departure and Return	Maximum Lodging	Maximum Meals & Incidentals
75% of M&I	\$121.00 + tax	\$51.00
Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County (includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)		

Level III Counties and Cities

Day of Departure and Return	Maximum Lodging	Maximum Meals & Incidentals
75% of M&I	\$91.00 + tax	\$51.00
All other counties and cities not listed above		

(per diem amount only to be used when receipts are not available)

Standard Out-of-Country Rates

Day of Departure and Return	Maximum Lodging	Maximum Meals & Incidentals
Actual expense or 75% of M&I	Actual expense	Actual expense or \$74.00
(Per diem amount only to be used when receipts are not available)		