



Travel Authorization Request Middle Tennessee State University

Payee Last Name:

Payee First Name:

M# (Required for MTSU Persons) Enter 999999999 and attach W-9 for Non-MTSU Persons.

Phone Number:

Prepared By:

Email:

These boxes will automatically fill in with the form originator's information

Please note that this form is for submitting a Travel Authorization Request and the required supporting documents per Travel Policy 658 and obtaining the appropriate electronic signatures. Only one Travel Authorization Request should be submitted per Dynamic Form.

The form originator should attach the required documentation to this form. By signing this form, the approver(s) authorize that the travel is for a substantiated business purpose. Accounting Services reserves the right to request original documents or other support proving payment.

As applicable, a Non-MTSU (Visitor) traveler should sign this Travel Authorization Request and will need to establish a Dynamic Forms account. Once a Dynamic Forms account is established, the Non-MTSU (Visitor) traveler should retain the account credentials for future use as necessary. Due to the required accounting and approval routing, a Non-MTSU (Visitor) should not initiate this form.

Are you submitting an Initial Travel Authorization or an Amendment? Initial Authorization Amended Authorization

Are you the Traveler (Payee)? Yes No

How many approvers must sign this form?

(Please list all known approvers who must sign this form including the appropriate Research Services or Foundation Accounting staff as necessary. Please note that you may not serve as Approver for your own reimbursement. If the required approvers are unknown, please consult with your supervisor or department head to ensure proper routing and prevent unnecessary approval.)

3 approvers:
 1)Your mentor
 2)Casey Penston,
 casey.penston@mtsu.edu
 3)Jamie Burriss,
 jamie.burriss@mtsu.edu

Please list the appropriate approver's name and e-mail address:

Please include a travel purpose in the box below.

Travel Purpose and Special Handling Instructions:

Accounting Services Review Notes:

Approver 1 Notes:

Approver 2 Notes:

Approver 3 Notes:

Approver 4 Notes:

Approver 5 Notes

Accounting Services Entry Notes

Additional Approver 1 Notes

Additional Approver 2 Notes

Please attach supporting documentation and W-9 as necessary. All documents should be merged into ONE PDF file. If you do not have access to Adobe Acrobat via the University, the following is a link to a free service to merge PDFs: <https://www.adobe.com/acrobat/online/merge-pdf.html>

Supporting Documentation

W-9

Department: Travel Type: -- Please Select --

Travel Reason:

Attach all cost estimates to the Supporting Documentation section as ONE PDF. Example: mileage maps, airfare, lodging and registration cost screenshots

Destination:

Departure Date:

Return Date:

Estimation of Expenses

Please note that if you do not provide an estimate of expenses below, Accounting Services will not assign a Travel Authorization Number.

Fill out all expected expenses for your trip. The URC will only allow funding for registration, lodging, and transportation, however all expenses need to be included in the chart. Put all expenses under the reimbursable section..

Registration Fee:	(If University to pay, please attach completed registration form and mailing instructions below)	Payment Method:	
Personal Transportation:		Miles (65.5 Cents):	
Rental Transportation:			
Airfare:	(If Univ. paid specify travel agency)	Travel Agent:	Payment Method:
Lodging:	If conference, workshop or seminar, please attach related brochure documenting hotel rates to your "Claim for Travel Expenses"	Number of Rooms:	Number of Nights: Lodging Rate:
Meals:		Number of Travelers:	Travel Days: Non-Travel Days: See Per Diem: rates at gsa.gov
Other Expenses:		Payment Method:	

AMOUNT APPROVED (IF LESS THAN TOTAL ESTIMATE OF TRAVEL EXPENSES):

TOTAL ESTIMATED T

Index	Account	Amount
email Casey.Penston@mtsu.edu for index #	email Casey.Penston@mtsu.edu for account #	Total amount out of each index. For the URC index, the max is \$300 for domestic and \$400 for international. If you are using any other department's funds, list them here as well with the amounts.
Total Amount		

Name on PCard:

How many other employees should receive the completed Travel Authorization?

(Once the form has been signed by all approvers, the system sends an e-mail to the form originator who can access the TA and send to others as necessary. This section only serves as a reference for the form originator to know who to send the TA once the form has been authorized by all approvers. If the originator is not the Traveler (Payee), the originator should send the form to the Traveler (Payee). Because the

2 People: Casey.Penston@mtsu.edu and the person traveling

system sends a notification message to the originator, Accounting Services no longer emails the completed TA.)

Advance Request (International/Group Travel Only)

Employee Payee: By signature on this form, 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 Payee: By signature on this form, 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.

Advance Requested: Date Needed:

Accounting Services Review

Are additional approvers required to complete this form? Yes No

Is the M# correct? Yes No

Accounting Services Adjustment Notes

Middle Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or against any other legally protected class with respect to all employment, programs, and activities. The following person has been designated to handle inquiries related to nondiscrimination policies for MTSU: Assistant to the President for Institutional Equity and Compliance. For additional information about these policies and the procedures for resolution, please contact Christy Sigler, Assistant to the President and Title IX Coordinator, Institutional Equity and Compliance, Middle Tennessee State University, Cope Administration Building 116, 1301 East Main Street, Murfreesboro, TN 37132; Christy.Sigler@mtsu.edu; or call (615) 898-2185. MTSU's policy of nondiscrimination can be found at <http://www.mtsu.edu/titleix/>.