

Out-of-State Travel Authorizations

MSUE Institute staff:

This communication regarding the authorization of out-of-state travel including international travel pertains ONLY to MSU Extension staff appointed in MSUE Institutes. Please use the steps described below so a consistent process for travel authorization approval requests to travel out of state is followed. This also protects you, as an employee, by documenting that your trip is on approved University business and therefore covered by MSU travel accident insurance.

Travel authorization approval requests must be submitted at least two weeks in advance of the departure date. They are required to be approved by the Institute Director or alternatively by another Institute Director, the MSUE Director, Associate Director or Budget Officer. You are encouraged to submit your authorization for approval as soon as you have information about a desired trip and have the financial resources available to do so. Bear in mind that no travel arrangements should be made unless you are willing to PERSONALLY finance non-refundable expenses to which you commit before receiving the approved authorization if the trip is not approved.

Please send your travel authorization request as a scanned copy by email or paper copy via US mail to Lori Martin for the approval. Lori will secure the approval of your Institute Director or one of the alternates above. She will send the approved authorization copy (or disapproval if the travel is not authorized) to the traveler, copying their institute's fiscal officer and their district support staff in an email.

The Business Office appreciates adherence to this procedure to help streamline the travel reimbursement process and provide travelers the best service possible.

Administrative Staff: (e.g. District Coordinators, Institute Directors, Business Office and HR staff, etc.):

Travel authorization approval requests must be submitted at least two weeks in advance of the departure date. They are required to be approved by the MSE Director or Associate Director. You are encouraged to submit your authorization for approval as soon as you have information about a desired trip and have the financial resources available to do so. Bear in mind that no travel arrangements should be made unless you are willing to PERSONALLY finance non-refundable expenses to which you commit before receiving the approved authorization if the trip is not approved.

Please send your travel authorization request as a scanned copy by email to Julie Delgado (for Dr. Lovejoy) or Terri Badgley (for Dr. Coon) to obtain the approval. Once the approval is received, the approved authorization copy will be returned to the traveler.

Once the travel has occurred, the signed travel authorization is required as part of the documentation in order to receive reimbursement.