

Travel Authorization/ Travel Advance

Instructions

Forms must be filled out completely or they will be returned.

The travel advance and justification form combines the Justification Form, the Travel Advance Form and the Request for Actual Cost Lodging Form.

When should you fill it out?

- For in and out of state travel, before trip expenses are incurred and travel is performed on behalf of Montana State University campuses and agencies.
- Before travelling, to obtain a travel advance
- If lodging rates are requested above state rates.

What should you do with it once it is completed?

- **Trip Approval and/or Lodging rate approval ONLY:**
 - The original form is required to be on file in Business Services before the planned trip.
 - **Travel Advance:**
 - The original form is required to process a Travel Advance.
 - Upon Business Services receipt of this original a travel advance will be processed. Please allow 10 business days for this request.
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Instructions

1. Check if Faculty/Staff or Student in the upper right-hand corner.
2. Fill in Name, Campus, and Banner-Generated ID# (GID),
3. List your Address.
 - All Travel advance checks for the Havre campus can be picked up in Business Services before your trip.
 - All travel advances for non-Havre campuses will be mailed.
4. List your department and a contact person knowledgeable about your trip, should there be questions about your travel.
5. Note the index/account to be charged for these expenses, or if paid by an external party, list that party. If you receive or apply for any US Public Health Service Funding (Including NIH), ALL travel sponsored or paid for by a third party must be reported, whether or not it is funded by NIH. See <http://www.montana.edu/wwwvr/osp/OSP%20Travel%20Disclosure%20Form.pdf>
6. Describe Destination and Purpose of travel, and any other important details.
7. List Departure Date/Time, Return Date/Time
8. Check the following reminder boxes Yes or No:
 - Leave is approved/Classes Covered
 - Whether you are combining this trip with a personal trip. Note that extending the number of days you will be gone constitutes a "Yes" answer.
 - Affirm that this travel is for business and within your budget, and is appropriate for an award.
9. Check which mode of transportation is utilized.
10. Answer the questions in the Foreign Travel shaded box for all foreign travel, and complete additional forms if applicable.
11. Fill in the Total Estimated Expenses section for your trip.
12. If requesting an advance, fill in the Travel Advance Request section.

Lodging above State Rates

If requesting lodging above approved rates, read and check statements as appropriate. This portion must be completed if the lodging costs exceed the Government approved rates.

13. In-State: Check the **one** explanation that applies.
 14. Out-of-State: **All must** apply and be checked.
 15. If none of the other reasons apply, but for safety reasons lodging with a government rate cannot be used, check the bottom-most box.
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Approvals:

16. The traveler must sign the form
17. The traveler's Supervisor, the student's Advisor, PI, whichever is applicable, must sign.
18. Other approvers at the department/campus's discretion may sign (Department Head, Dean Director, VP, Office of Sponsored Programs, MAES, ES, as applicable)
19. Final Approval must be indicated to release payment and approve travel. The person who knows he/she is the final approver should sign here.
20. All sections must be filled in with the required information or the form will be returned to the department for completion.