Out- of -State Travel Request Procedure

1. All out-of-state travel must be approved in advance. Requestor should allow 30 days for adequate processing time and to take advantage of discount rates for both out-of-state and out-of-country travel.

2. Prepare the "Individual Request for Approval of Out- of State Travel" (form COMP /01*). To complete the form, please   follow these instructions:

   a) All University employees must complete form COMP/01. See the University's web site for special instructions for group/ team travel (employee + student(s) on same trip).
   b) If travelling by plane or train, call the University's designated travel agency (Globetrotter) to obtain the estimated cost of the ticket(s).
   c) Call the hotel to obtain cost of room (including state and occupancy taxes – ask for the government rate)
   d) Estimate other expenses consistent with University Travel Regulations.

3. Submit form to supervisor for approval and processing.

4. The "Individual Request for approval of Out- of- State Travel" form is forwarded to the various offices for review and approval. Once the form has been fully approved, the Comptroller's Office assigns an authorization number, commonly called 'TL#' and posts the travel authorization to Banner Finance. The 'TL#' can serve up to three purposes:

   a) Proof that the travel was preapproved by the appropriate University offices.
   b) The 'TL#' serves as the Banner Finance travel purchase order#.
   c) The 'TL#' can serve as the authorization number for the University's designated travel agency to purchase common carrier tickets.

5. After final approval, the approved "Individual Request for approval of Out- of- State Travel" with the "TL" authorization number will be emailed or faxed to the traveler or advisor. If needed, the 'TL' approval # is called into the University's travel agent to purchase the airline or train ticket by the traveler or designee.

6. The requestor will utilize the authorization number on COMP/01 in finalizing travel arrangements with the University's travel agency. If the purchase price of the ticket has increased and the trip's costs now exceeds the approved COMP/01, a new COMP/01 must be processed to include the original 'TL' number on the amended form in the space provided. Resubmit form using procedure numbers 3-5 above.

7. Individuals are encouraged to request reimbursement for out-of-pocket travel after the travel has been completed. However, if an employee cannot pay all the travel expenses, the traveler can request a partial travel advance by checking the 'Requesting Advance' box when completing the "Individual Request for approval of Out- of- State Travel" form. If the student is the traveler, the advisor's section at the bottom of the form must also be completed. The advance check is to be picked up by the traveler/ advisor/ designee in the Bursar's Office a maximum of 3 business days before the date of travel. The employee is asked to call the Bursar's Office to verify the availability of the check before picking up the advance.

8. Within five days of the travel being completed, employees are to submit a completed State of Maryland Expense Account, (GAD form X-5) to their supervisor. Attached to the expense account are the trip receipts/ paid invoices. Within 2 days, the supervisor is to review and sign the GAD X-5 form. The approved expense account is forwarded to the Comptroller's Office for final processing.

    GAD FORM X-5 http://www.dbm.maryland.gov/Pages/FleetManagementServices.aspx

9. If a travel advance was either obtained or not, the travel expense reimbursement will be wired to the requestor's personal "Direct Deposit Account". If not enrolled in "Direct Deposit", a check will be mailed to the address provided on the expense account. Normal processing time is approximately three weeks.

10. For additional information on the travel processes, including the current per diem and mileage reimbursement rates, consult the University's website at www.morgan.edu, University Travel section.