Completion of the 'Individual Request for

Approval for Out-of-State Travel' Form

Please follow these steps to complete the 'Individual Request for Approval for Out-of-State Travel' form (COMP01). To navigate the form, please hit your 'Tab' button to go to next field or your mouse to any field.

These steps start at the top of the form and work its way down to the bottom. You can start anywhere on the form.

A. Top section

i. Requesting advance: Put a check mark if the traveler is also requesting a travel advance.
ii. *Authorization No.:* **T L__ __ __ __ __ : DO NOT FILL IN.** This field will be completed by the Comptroller's Office after the travel has been approved.
   a. After the traveler receives this number, he or she calls the University's travel agency to finalize the travel plane or train ticket.
iii. **AMENDED AUTHORIZATION No.: T L**☐☐☐☐☐ **: only to be completed if an authorization number was previously assigned to this travel.**

B. Traveler Information

i. Name: name of the traveler, first and last. If the employee is travelling with a group of students, such as a grant manager accompanying students to a conference, the name of the university employee is placed here and a listing of the students is attached (if available).
ii. Title: traveler's position at the university.
iii. Department: traveler's home department at MSU.
iv. Banner Organization Code: Five digit banner codes assigned to the traveler's department. The code will start with a letter followed by four numbers.
v. Location: Building and room number where the traveler is located at the university.
vi. Phone: Traveler's 4 digit departmental phone number or 10 digit departmental phone number if off the main campus and, if available, the traveler's cell phone number.
vii. Fax: Departmental fax number of the traveler/ travel arranger.
viii. Email: Email address to which the approved Individual request for Approval of Out-of-State Travel will be emailed.

C. Method of Travel (check only one)

    i.   Air: Check this box if your primary method of travel will be by air

    ii.   Train: Check this box if your primary method of travel will be by train.

    iii.   Bus: Check this box if your primary method of travel will be by bus.

    iv.   Private Vehicle: Check this box if your primary method of travel will be by private vehicle.

    v.   University Car: Check this box if your primary method of travel will be by a vehicle owned by the University.

    vi.   Other (specify): Check this box if your primary method of travel will be another kind apart from those listed above. Also specify by writing it under the others.

D. Check if Out-of-Country Travel

    i.   Check this box if you are travelling out of the United States of America. If this box is checked, the President or designee must sign the COMP01 form.

E. Date(s) of Travel

    i.   Depart: this is the departure date for this trip. Must be written as month/day/year; e.g. 08/29/2014 or use the drop down calendar.

    ii.   Return: this is the day you return from this trip. Must be written as month/day/year; e.g. 08/29/2014 or use the drop down calendar.

F. Department Charge Code

    i. The first 6 blocks is to be populated with the Banner index that this trip is to be charged to.

    ii. The last 3 blocks identifies the type of travel:

- ➢ 010- In-St Routine Travel
- ➢ 020-In State Conference Seminar
- ➢ 030- Out of State Routine Travel
- ➢ 040-Out of State Conference Seminar
- ➢ 041-Out of Country Travel

G. MSU ID#

    i.   University assigned ID number for the traveler. If the traveler does not have a MSU ID number, leave the space provided blank.

H. Destination

    i.   City, State and Country (if applicable) where the traveler is requesting to travel to.

    ii.   If not traveling from Maryland, post originating and destination places, such as 'Columbus, Ohio to Baltimore, MD and return'.

I. If approval is for requestor and student(s), attach a list of student name(s)

i. This option allows one approval form to be completed when an employee, normally a grant manager or designee, accompanies a group of students to a conference.

ii. Athletics team travels do not need to supply a listing of their students.

J. Purpose of Trip

i. Please give specific information about the trip such as conference title, conference dates, subject of the conference, type of team (basketball, football…), etc.

K. Estimated Travel Costs Section (Column A)

i. Fare: if applicable, estimated cost of the airline/ train tickets. The University must use the University's designated travel agency (Globetrotter Travel 1-888-337-2462, press 1) to cover this cost. Please include the travel agency service charge, currently $19.25 per transaction. Exceptions must be approved by the University's Travel Office (extension 3058 or 4693). If your exception request is approved, include the University's travel agency quote with your expense account.

ii. Lodging: if applicable, total estimated cost of hotel lodging; include the various hotel fees and taxes. The University encourages the use of the Purchasing Card to cover this cost.

iii. Meals: if applicable, the estimated cost for the meals. The current meal per diems are on the university's website or linked to the University's website.

iv. Portage: if applicable, the estimated portage. See the university's website for current limits.

v. Registration Fee(s): if applicable, the cost to attend the conference. The University encourages the use of the Purchasing Card or Purchase Order to cover this cost.

vi. Other Transportation: could include taxi cost, mileage cost for using your personal car (current mileage rates are on the university's website or linked to the website), and parking costs. Also, if renting a vehicle, the estimated cost of the gasoline is included here.

vii. Car Rentals: if approved, the estimated cost of renting a vehicle including taxes and miscellaneous fees.

viii. Other (Specify): any other cost for the travel not covered in the other categories; please identify what these costs are for.

ix. Total: total estimated cost of the trip to be charged to Morgan State University. This field should already be populated.

x. (Column B) Paid by Purchase card or Purchase Order: Only fill in the specific boxes where the costs in Column A are being paid by with the University's purchasing card and/ or purchase order.
    a. Amounts must be positive.
    b. Amounts to be paid to the University's designated travel agency are not to be posted to this column.

xi. (Column C) Total to be Encumbered: These fields should be automatically populated. The grand total of this column represents the amount to be encumbered by the Comptroller's office into the Banner Finance system. If the amounts in this column are greater that Column A or negative numbers, please go back to Column B and edit the amounts.
    a. Although the Comptroller's Office might be encumbering less than the total costs for the travel, the department's travel budget in the Banner index (indicated in item F) needs to have sufficient funding to cover the total estimated costs in column A.

IMPORTANT: This request must be submitted to the supervisor for processing at least 30 days prior to the date of the proposed travel.

L. Signatures of Approvers

    i.   The various blocks required for signatures will differ according to the individual traveler's approval path.
          a.   For all requests, the final signature is the Comptroller.

    ii.   Supervisor: the signature of the supervisor of the traveler and the date of the signature.

    iii.   Dean/Director (if applicable)

    iv.   Vice President (or designee): Mandatory

    v.   President/Designee (out-of-country ONLY)
          a.   The Vice President for Finance & Management will be approving most out-of-country travel

    vi.   Grants/ Business Services (if applicable)

    vii.   Comptroller: Mandatory

M. Advisor

    i.   This field is to be completed only under the following circumstances:

➢ The traveler is a student and is requesting a travel advance.
          OR
➢ The person making the travel arrangements is different than the traveler.
          OR
➢ The MSU ID number was left blank.

    ii.   ID#: MSU ID number of the advisor.
          a.   Only needed is Advisor is filled in.