Travel Authorizations

When does In-State Travel Require a Travel Authorization?

- REQUEST FOR INSTATE TRAVEL ADVANCE

- REQUEST FOR INSTATE HOTEL STAY

- USING THE UNIVERSITY'S TRAVEL AGENT TO OBTAIN A TRAIN TICKET OR OTHER TRANSPORTATION

- NON-MSU PERSONNEL TRAVELING ON BEHALF OF THE UNIVERSITY WHO HAVE APPROVAL TO SECURE THEIR COMMON CARRIER TICKETS THROUGH THE UNIVERSITY'S DESIGNATED TRAVEL AGENCY

Out-of State Travel Authorization Requests

- Needed for travel outside of Maryland or Washington, DC.

- This includes one day trips with no overnight stay.

International Travel Authorization Requests

- Used for any area outside of the United States.

- This includes the following locations:
  - Canada
  - Mexico
  - The British Virgin Islands

What do I need to know before completing my travel authorization?

- Dates and location of the trip
- All estimated expenses for the trip (transportation, meals, lodging, etc.)
- Funding
  - Index and Account Number
- Is the Pcard being used for some expenses?
- Who needs to sign the form

Travel Authorization Timelines

- Domestic Travel   -30+ days in advance.
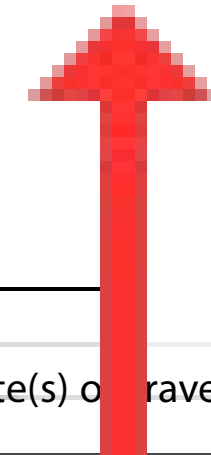- International Travel   -90+ days in advance.

Individual Request for Approval of Out-of-State Travel Form

Prepare the Individual Request for Approval of Out-of-State Travel form (also known as the travel authorization form). All out-of-state travel must be approved in advance of the departure date of travel. Travelers should allow 30 days for adequate processing time. To complete the form, please follow these instructions.

AGENCY CODE R13

Morgan State University
Individual Request for Approval of Out-Of-State Travel

Authorization   T _____

☐   PLEASE CHECK HERE IF AMENDING PREVIOUSLY SUBMITTED TRAVEL REQUEST
       AMENDED AUTHORIZATION#:   T _____

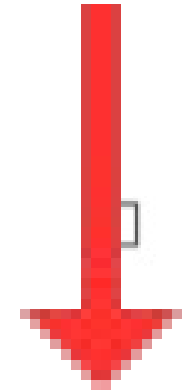| Traveler Information	Method of Travel		Date(s) of travel	
Name:	Air	☐	Depart:	
Title:	Train	☐	Return:	
Department:	Bus	☐	Department Charge Code	
Banner Organization Code:	Private Vehicle	☐		04
Location:	University Car	☐	MSU ID#	
Phone:	Other (Explain	☐		
Fax:	Below)			
Email:	Out-of-Country Travel		Destination	

If approval is for requestor and student(s), attach a list with the student name(s) and ticket amount(s).
Purpose of Trip:

	Total Estimated Cost	Paid by Purchase Card or Purchase Order	Total to be Encumbered
Fare			$ -
Lodging			$ -
Meals			$ -
Portage			$ -
Registration Fee(s)			$ -
Other Transportation (Uber/Lyft/Shuttle)			$ -
Car Rental			$ -
Other (*MUST Explain in space			

*The traveler may request a travel advance by checking the "Requesting Advance" box at the top right -hand corner of the form.

AGENCY CODE R13

Morgan State University
Individual Request for Approval of Out-Of-State Travel

Authorization #:   TL _____

☐ PLEASE CHECK HERE IF AMENDING PREVIOUSLY SUBMITTED TRAVEL REQUEST

AMENDED AUTHORIZATION#:   TL _____

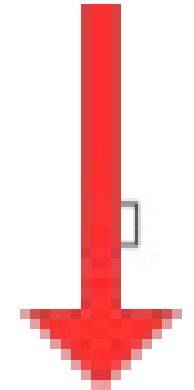| Traveler Information	Method of Travel		Date(s) of Travel	
Name:	Air	☐	Depart:	
Title:	Train	☐	Return:	
Department:	Bus	☐	Department Charge Code	
Banner Organization Code:	Private Vehicle	☐		04
Location:	University Car	☐	MSU ID#	
Phone:	Other (Explain Below)	☐		
Fax:				
Email:			Destination	
	Out-of-Country Travel			

If approval is for requestor and student(s), attach a list with the student name(s) and ticket amount(s).

Complete the "traveler information" section:

• Name (Legal name)

• Title (Traveler's position at MSU)

• Department (Traveler's home department at MSU)

• Banner Organization Code (Five-digit code begins with a letter followed by four numbers)

AGENCY CODE R13

Morgan State University
Individual Request for Approval of Out-Of-State Travel

Authorization #:   TL _____

☐   PLEASE CHECK HERE IF AMENDING PREVIOUSLY SUBMITTED TRAVEL REQUEST
           AMENDED AUTHORIZATION#:   TL _____

Traveler Information	Method of Travel		Date(s) of Travel
Name:	Air	☐	Depart:
Title:	Train	☐	Return:
Department:	Bus	☐	Department Charge Code
Banner Organization Code:	Private Vehicle	☐	04
Location:	University Car	☐	MSU ID#
Phone:	Other (Explain Below)	☐	
Fax:			
Email:			Destination
	Out-of-Country Travel		

If approval is for requestor and student(s), attach a list with the student name(s) and ticket amount(s).

- Complete the "traveler information" section:
- Location (office location)
- Phone (phone number where you can be reached to answer processing questions)
- Fax (optional)
- Email

Complete the "method of travel" section. Please select which one best fits your traveling method.

- Air
- Train
- Bus
- Private Car
- University Car
- Other (Explain Below)

Morgan State University
Individual Request for Approval of Out-Of-State Travel
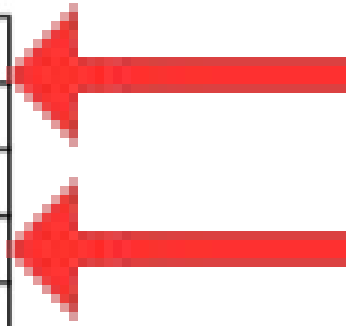
REQUESTING ADVANCE ☐

Authorization #: TL _____

☐ PLEASE CHECK HERE IF AMENDING PREVIOUSLY SUBMITTED TRAVEL REQUEST
AMENDED AUTHORIZATION#: TL _____

Traveler Information	Method of Travel		Date(s) of Travel	
Name:	Air	☐	Depart:	
Title:	Train	☐	Return:	
Department:	Bus	☐	Department Charge Code	
Banner Organization Code:	Private Vehicle	☐		04	
Location:	University Car	☐	MSU ID#	
Phone:	Other (Explain Below)	☐		
Fax:				
Email:			Destination	
	Out-of-Country Travel			

If approval is for requestor and student(s), attach a list with the student name(s) and ticket amount(s).

Complete the "date(s) of travel" section

Complete the "department charge code" section
• This is the Banner index the trip should be charged to
• The next section of the charge code is populated with 04
• The final section of the department code has a drop-down menu to select
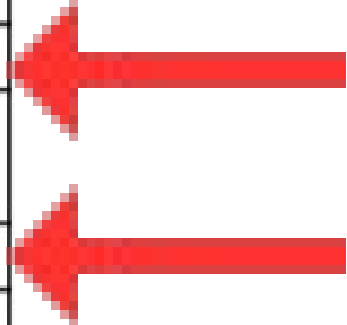the appropriate account number (see University Travel).

REQUESTING ADVANCE ☐

Morgan State University
Individual Request for Approval of Out-Of-State Travel

Authorization #:   TL _____

☐   PLEASE CHECK HERE IF AMENDING PREVIOUSLY SUBMITTED TRAVEL REQUEST
            AMENDED AUTHORIZATION#:   TL _____

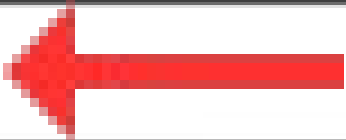| Traveler Information	Method of Travel		Date(s) of Travel	
Name:	Air	☐	Depart:	
Title:	Train	☐	Return:	
Department:	Bus	☐	Department Charge Code	
Banner Organization Code:	Private Vehicle	☐		04
Location:	University Car	☐	MSU ID#	
Phone:	Other (Explain Below)	☐		
Fax:				
Email:			Destination	
	Out-of-Country Travel			

If approval is for requestor and student(s), attach a list with the student name(s) and ticket amount(s).

Complete the "MSU ID#" section

Complete the "destination" section

• Provide a list showing location and dates of stay (When traveling to multiple cities under one travel authorization)

Purpose of Trip:			
	Total Estimated Cost	Paid by Purchase Card or Purchase Order	Total to be Encumbered
Fare			$ -
Lodging			$ -
Meals			$ -
Portage			$ -
Registration Fee(s)			$ -
Other Transportation (Uber/Lyft/Shuttle)			$ -
Car Rental			$ -
Other (*MUST Explain in space below)			$ -
Without an explanation above, the traveler will be granted no more than $100.			

Complete the "purpose of trip" section

• If group/team travel, provide the number of attendees and include an attached attendees list.

Purpose of Trip:

	Total Estimated Cost	Paid by Purchase Card or Purchase Order	Total to be Encumbered
Fare			$ -
Lodging			$ -
Meals			$ -
Portage			$ -
Registration Fee(s)			$ -
Other Transportation (Uber/Lyft/Shuttle)			$ -
Car Rental			$ -
Other (*MUST Explain in space below)			$ -
Without an explanation above, the traveler will be granted no more than $100.			
Total	$ -	$ -	$ -

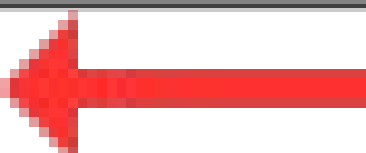Complete the "total estimated cost   -total to be encumbered" section:

- Total Estimated Cost
- All individual estimated costs should appear in the column
- Paid by Purchase Card or Purchase Order
- Leave blank if you are booking travel through Globetrotter
- Leave blank if you are paying out-of-pocket

	Total Estimated Cost	Paid by Purchase Card or Purchase Order	Total to be Encumbered
Fare			$ -
Lodging			$ -
Meals			$ -
Portage			$ -
Registration Fee(s)			$ -
Other Transportation (Uber/Lyft/Shuttle)			$ -
Car Rental			$ -
Other (*MUST Explain in space below)			$ -
Without an explanation above, the traveler will be granted no more than $100.			

Total to be Encumbered

• A total will automatically appear in the third column if there are no estimated costs entered in the "Paid by Purchase Card or Purchase Order" column

• Note: Negative numbers should not appear in the "to be encumbered" section

Purpose of Trip:	
	Total Estimated Cost
Fare	
Lodging	
Meals	
Portage	
Registration Fee(s)	
Other Transportation (Uber/Lyft/Shuttle)	
Car Rental	
Other (*MUST Explain in space below)	
Without an explanation above, the traveler will be granted no mor	
Total	**$** -

This request must be submitted to the supervisor for processing at

Fare
• If traveling by air or train, call the University's designated travel agency (Globetrotter Travel) to obtain a quote of the estimated cost of the ticket(s).

*Quotes are good for 24 hours.
Globetrotter Travel [Phone: 301-570-0800]

You need to have the following information available for the travel agent:
▪ Full name of the traveler as found on their driver's license, state identification card, or passport
▪ Dates of travel
▪ Preferred time of travel, if known
▪ Date of birth
▪ Cell phone number

	Total Estimated Cost	Paid by Purchase Card or Purchase Order	Total to be Encumbered
Fare			$ -
Lodging			$ -
Meals			$ -
Portage			$ -
Registration Fee(s)			$ -
Other Transportation (Uber/Lyft/Shuttle)			$ -
Car Rental			$ -
Other (*MUST Explain in space below)			$ -
Without an explanation above, the traveler will be granted no more than $100.			
Total	$ -	$ -	$ -

• Advise the travel agent that you are traveling on behalf of Morgan State University
 *The travel agent will not book the travel or finalize the travel itinerary without a TL# being assigned by the University.
• The traveler is responsible for the cost of travel for any person(s) not approved to travel under the assigned TL#.

	Total Estimated Cost	Paid by Purchase Card or Purchase Order	Total to be Encumbered
Fare			$ -
Lodging			$ -
Meals			$ -
Portage			$ -
Registration Fee(s)			$ -
Other Transportation (Uber/Lyft/Shuttle)			$ -
Car Rental			$ -
Other (*MUST Explain in space below)			$ -
Without an explanation above, the traveler will be granted no more than $100.			
Total	$ -	$ -	$ -

Lodging
• Call the hotel to obtain the cost of room(s) (including state and occupancy taxes – ask for the government rate)

Hotel housekeeping tips are reimbursed up to $1.00/per day.
• The university will not pay for Airbnb.

	Total Estimated Cost	Paid by Purchase Card or Purchase Order	Total to be Encumbered
Fare			$ -
Lodging			$ -
Meals ←			$ -
Portage			$ -
Registration Fee(s)			$ -
Other Transportation (Uber/Lyft/Shuttle)			$ -
Car Rental			$ -
Other (*MUST Explain in space below)			$ -
Without an explanation above, the traveler will be granted no more than $100.			
Total	$ -	$ -	$ -

Meals

• Use the Maryland State M&IE reimbursement rates for FY24 to calculate the estimated meal cost within the United States.

• Use the Defense Travel Management website to calculate the estimated meal cost for federally funded joint travel.

• Use the U.S. Department of State website to calculate the estimated meal cost for foreign travel.

This request must be submitted to the supervisor for processing at least 30 days prior to the date of the proposed travel.			
Signature of Approvers			
Supervisor	Date	President or Designee (Out-of-Country Travel ONLY)	Date
Dean/Director (if applicable)	Date	Grants, Business Services (if applicable)	Date
Vice President	Date	Comptroller	Date

Advisor:	ID#	Advance Check#	Amount:

Advisor and MSU ID#

• This field is to be completed if a   student or group is requesting a travel advance

**Attachments that MUST be uploaded with the travel authorization or the form will be DECLINED (if applicable):

1. Attendee list (Group/Team travel only)

2. List showing location and dates of stay (When traveling to multiple cities under one travel authorization)

Upload the completed travel authorization form to DocuSign.

• If you do not have access to DocuSign please contact:
 Shamerra Smith ext. 4399 or Shamerra.Smith@ morgan.edu

Go to the "Add message" section. In the "Email subject" box after the words "Complete with DocuSign:" put the Last Name of the traveler and departure date in the following format (JOHNSON-MM.DD.YY)

12. Click "Next"

Thank You
For Listening!

REACH OUT FOR ANY QUESTIONS BY EMAIL

DANIELLE BURGESS	danielle.burgess@ morgan.edu
TANGELA TOUSSAINT	tangela.Toussaint@ morgan.edu