



Out-of-State Travel Request Instructions

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:

*The traveler may request a travel advance by checking the “[Requesting Advance](#)” box at the top right-hand corner of the form.

1. 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)
 - Location (office location)
 - Phone (phone number where you can be reached to answer processing questions)
 - Fax (optional)
 - Email
2. Complete the “method of travel” section
3. Complete the “date(s) of travel” section
4. 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](#))
5. Complete the “MSU ID#” section
6. Complete the “destination” section
 - Provide a list showing location and dates of stay (When traveling to multiple cities under **one** travel authorization)
7. Complete the “purpose of trip” section
 - If group/team travel, provide the number of attendees and include an attached attendees list

8. 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 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

- **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
- 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#.

e. 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](#).

f. **Meals**

- Use the [Maryland State M&E 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.

g. **Portage**

- Portage fees are reimbursed at \$1.00/per bag

h. **Registration Fee(s)**

i. **Other Transportation (Taxi/Rideshare/Shuttle)**

j. **Car Rental**

k. **Other (an explanation is required)**

- Estimate other expenses consistent with university travel regulations.

l. **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)

9. 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

10. Once the form is uploaded to DocuSign assign a signing order to the **“Add recipients”** section in **DocuSign** according to your departmental approval route

- The first signer is always the immediate supervisor of the traveler
- Dean/Director (if applicable)

- President/Vice-President (if applicable)
- President/Designee (out-of-country **ONLY**)
 - Academic departments should assign this area to the Provost
 - All other departments should assign this area to the Executive Vice President of Finance (evpapproval@morgan.edu)
- Grants/Business Services (if applicable)
- Comptroller
 - The **final** signer in your signing order should be the travel department. Please use the following email address in **DocuSign**:
 - travel.comptroller@morgan.edu

11. 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”

13. Add the “**Signature**” and “**Date**” fields to the “**Signature of Approvers**” section of the travel authorization form according to your departmental approval route (***If the travel is paid via a grant, ORA should be included in the signing order on the “Grants, Business Services” signature line.*** Assign the “date” for all signers in the date area on each signature line.

Once the travel authorization has been fully approved, a TL# will be assigned and the total travel encumbrance will be posted to Banner Finance. The ‘TL#’ can serve up to three purposes:

1. Proof that the appropriate University offices preapproved the travel.
2. The ‘TL#’ is the Banner Finance travel purchase order#.
3. The ‘TL#’ is the authorization number for Globetrotter Travel to purchase common carrier tickets.

After final approval, a copy of the approved travel authorization with the TL# will be emailed to the traveler and/or advisor, and Globetrotter Travel (if applicable) **via DocuSign**.

14. If applicable, contact Globetrotter Travel to purchase the airline or train ticket(s).

- If the purchase price of the ticket(s) has increased and the trip’s cost now exceeds the approved amount, an amended travel authorization that includes the increased travel cost must be processed. Include the original TL# on the amended travel authorization form in the space provided. Resubmit the form using procedure numbers 9-13 above.

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 <input type="checkbox"/>	Depart: mm/dd/yyyy
Title:	Train <input type="checkbox"/>	Return: mm/dd/yyyy
Department:	Bus <input type="checkbox"/>	Department Charge Code
Banner Organization Code:	Private Vehicle <input type="checkbox"/>	04 --
Location:	University Car <input type="checkbox"/>	MSU ID#
Phone:	Other (Explain Below) <input type="checkbox"/>	
Fax:		Destination
Email:	Out-of-Country Travel <input type="checkbox"/>	

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

Purpose of Trip:			
	Total Estimated Cost	Paid by Purchase Card or Purchase Order	Total to be Encumbered
Fare			\$ -
Lodging			\$ -
Meals			\$ -
Portage (Baggage fees and tips)			\$ -
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	\$ -	\$ -	\$ -
--------------	------	------	------

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
President/Vice President	Date	Comptroller	Date

Advisor:	MSU ID#	Advance Check#	Amount:

