

Travel Authorization



To Be Completed 3 Weeks before Travel

[GSA - Domestic Per Diem Rates](#)

Traveller Name _____
CSU ID Number _____
Department _____
Destination _____
Purpose _____
Dates of Travel
From Date _____
To Date _____

*Per Diem Rate - M & I _____
Per Diem Rate - Lodging _____
Per Diem Maximum _____

*Per diem for Meal & Incidentals is reimbursed at 75% for first and last day of travel**

Estimated Expenses _____
Portion to be Paid by CSU _____

Account(s) To Be Charged

Requested Prepayment(s)
Common Carrier _____
Registration _____
Lodging (*Students Only*) _____
Prepayment Total _____

Approver Name _____
Title _____
Signature _____
Approval Date _____

Approver Name _____
Title _____
Signature _____
Approval Date _____

Approver Name _____
Title _____
Signature _____
Approval Date _____

Approver Name _____
Title _____
Signature _____
Approval Date _____

**Travel paid with grant funds?
Grant Approval (REQUIRED)**

**International Travel?
Provost Approval
(REQUIRED)**

Approver Name _____
Signature _____
Approval Date _____

Provost Name _____
Signature _____
Approval Date _____

Travel Expense Report



Name _____
 CSU ID Number _____
 Department _____
 Destination _____
 Purpose _____

Dates of Travel

From Date _____

To Date _____

Date	Time Departure/ Return	Travel Point	Transportation			Lodging	Meals	Miscellaneous	
			Common Carrier	Other				Amount	Explanation
				Amount	Explanation				
Total									

	Total to be Paid by CSU
	Less Prepayment(s)
	Total Amount Paid by PCard
	Balance Due Employee

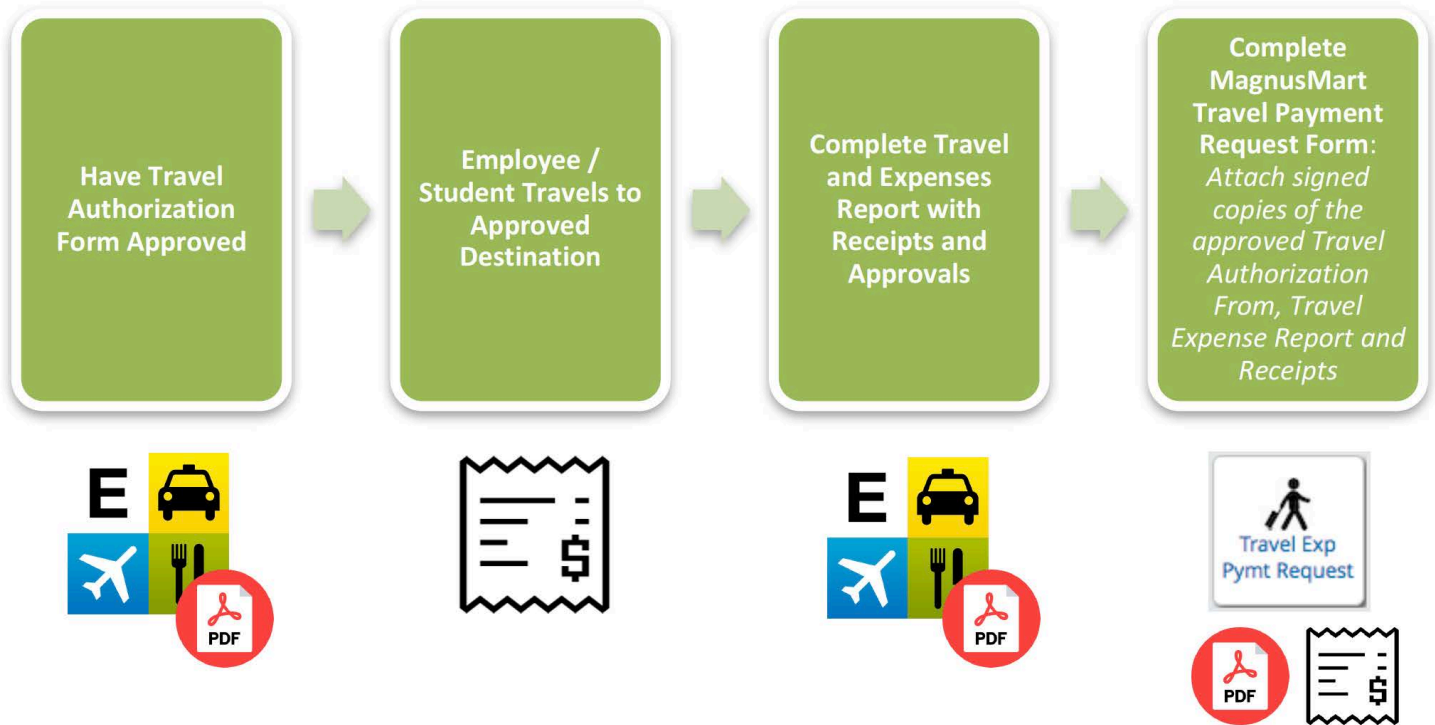
TRAVELER'S CERTIFICATE: I certify that all statements made hereon are true, that all expenses are for University business, and, if traveling by personal car, I carry auto liability insurance pursuant to ORC Section 4509.51 (<http://codes.ohio.gov/orc/4509.51>)

Signature _____
 Date _____

Accounts to be Charged							
	Account	Fund	Dept	Program	Class	Project	Amount
Airfare	0401						
Other Meals Misc	0410						
Lodging	0402						

Approver	Approver
Name _____	Name _____
Title _____	Title _____
Signature _____	Signature _____
Date _____	Date _____
Approver	Approver
Name _____	Name _____
Title _____	Title _____
Signature _____	Signature _____
Date _____	Date _____

Process Flow



Instructions

Authorization Form

FÈ Complete the "Travel Authorization Form" located on page 1. The following information must be completed:

- Name
- CSU ID Number (must be an Employee or Student)
- Department
- Destination
- Purpose
- Date of Travel
- Approver name(s)
- Estimated expenses
- Check the box of either Grant Travel or International Travel if applicable; if so, additional approvals required

GÈ The remainder of the information should be completed if applicable to the travel

HÈ Save the "Travel Authorization" form (your general information will be automatically populated on the Travel Expense Report)

IÈ Have the form signed as appropriate for your area

ÍÈ Scan the signed form and submit with the "Travel Expense Report" form in MagnusMart after travel is completed

Travel & Expense Report

- 1) Navigate to the "Travel & Expense Report" located on tab 4
- 2) Complete the form as need for airfare, hotels meal, and any other expenses related to the travel; the form will automatically calculate totals
- 3) Enter any prepayments that may have been paid, to include any expense charged to a CSU PCard.
- 4) Enter the account(s) to be charged
- 5) Enter approver name(s)
- 6) Save the "Travel Expense Report" form
- 7) Have the form signed as appropriate for your area
- 8) Scan the signed form and submit in MagnusMart along with the "Travel Authorization Form"

MagnusMart Travel Payment Request Form

- 1) Open the "Travel Expense Payment Request" from the Form Showcase
- 2) Attach the following to this form and hit submit
 - Travel Authorization Form
 - Travel Expense Report
 - All supporting receipts
- 3) Enter the purpose of trip
- 4) Commodity Code will default to "TRVL" (Travel - General)
- 5) Enter total reimbursement amount
- 6) Certify information is true and correct
- 7) Go to top of page and under available actions select "Add and go to cart"
- 8) Click "Go"
- 9) Click "Proceed to Checkout"
- 10) Enter the Chartfields to be charged; corresponding to the allocation on the "Travel Expense Report"
- 11) Click "Submit Requisition" to process request
- 12) This form will be routed directly to Accounts Payable for payment; no further approvals required



CLICK HERE: [Create a self-signed digital ID](#)

CLICK HERE: [Sign a PDF using a digital ID](#)