

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 _____

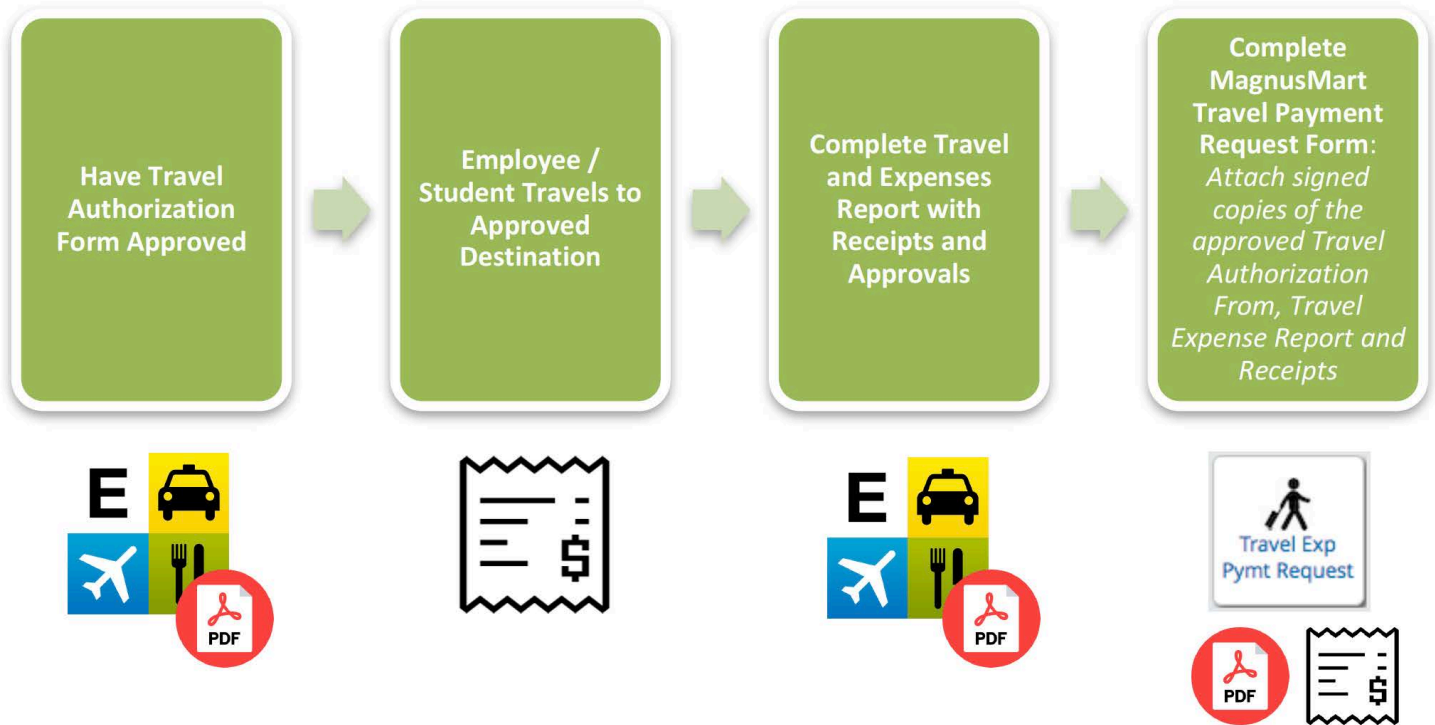
**Travel paid with grant funds?
Grant Approval (REQUIRED)**

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

Approver Name _____
Signature _____
Approval Date _____

Provost Name _____
Signature _____
Approval Date _____

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
- 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