Travel Authorization



To Be Completed 3 Weeks before Travel

			GSA - Domestic Per Diem Rates
Traveller Name		*Per Diem Rate - M & I	
CSU ID Number		Per Diem Rate - Lodging	
		Per Diem Maximum	
			Per diem for Meal & Incidentals is
			reimbursed at 75% for first and last day of travel*
. –	Dates of Travel	Estimated Expenses	
From Date		Portion to be Paid by CSU	
_			Requested Prepayment(s)
Accoi	unt(s) To Be Charged	Common Carrier	
	,		
		Prepayment Total	
		•	
A		AN.	
Approval Date _		Approval Date	
Approver Name_		Approver Name	
Title_		Title	
Signature _		Signature	
Approval Date_		Approval Date	
	Travel paid with grant funds? Grant Approval (REQUIRED)		International Travel? Provost Approval (REQUIRED)
Approver Name		Provost Name	
_			

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Travel Expense Report													
University Del			Nam CSU ID Numb Departme Destinatio Purpos	e Dates of Travel From Date It To Date In									
Time Date Departure/ Travel Point Return			Other		Lodging	Meals	Miscellaneous						
			Common Carrier	Amount	Expla	nation			Amount	Explanation			
Ì													
		Total											
					Total to be Paid by CSU								
								L	ess Prepayment(s)				
								Total Amount Paid by PCard					
								Balance Due Employee					
TRAVELER	R'S CERTIF	ICATE: I certify that all	<u> </u>										
statements	made here	on are true, that all expenses				۸۵	counts to be Char	ned					
		ness, and, if traveling by uto liability insurance pursuant		Account	Fund	Dept	Program	Class	Project	Amount			
to ORC Section 4509.51			Airfare	0401									
(nttp://coa	es onio govi	/orc/4509 51)	Other Meals Misc	0410									
			Lodging	0402									
Signature			Lodging	0402									
Signature Date			Lodging	0402									
		Approver	Lodging	0402			Approver						
		Approver	Lodging	0402 Name			Approver						
Date Name		Approver	Lodging	Name			Approver						
Date Name		Approver	Lodging	Name Title			Approver						
Name Title Signature		Approver	Lodging	Name Title Signature			Approver						
Date Name			Lodging	Name Title									
Name Title Signature		Approver Approver	Lodging	Name Title Signature			Approver						
Name Title Signature			Lodging	Name Title Signature									
Name Title Signature			Lodging	Name Title Signature Date			Approver						
Name Title Signature Date Name		Approver	Lodging	Name Title Signature Date Name			Approver						
Name Title Signature Date Name		Approver	Lodging	Name Title Signature Date Name Title			Approver						

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Process Flow



Instructions

Authorization Form

- FÈ Complete the "Travel Authorization Form" located on page 1. The following information must be Écompleted:
 - 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 Arequired
- **E** 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 for the Travel Expense Report)
- I È Have the form signed as appropriate for your area
- Í È Scan the signed form and submit with the "Travel Expense Report" form in MagnusMart after travel is Æcompleted

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"
- 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

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