University Business Travel Information Instructions

Travel Authorization Request Form -- click here

The MNPI Center implemented an online travel authorization process in the spring of 2010. Please refer to guidelines below for submitting the online travel form:

- You MUST submit a travel authorization BEFORE you incur ANY travel expenses. This is so that we can be sure that the account you intend to use is appropriate for this travel. If you submit P Card expenses or a request for reimbursement and do not have a travel authorization on file, the expenses will default to the P.I.'s non-sponsored account.

- You can access the log-on page here, or above -- click on Travel Authorization Request Form at the top of this page.

- You may get a page that instructs you to log-on. You should log-on with the Guest Account—you do not need an account name or password to do this. On the next page, enter your employee ID and department code (ibpta)

BEFORE you log-on, please have the following information ready to be entered.

- Travel destination and travel dates
- Travel justification (see sample below)
- Chartfield string to be charged (please ask your accountant for this information)
- Estimated trip expenses (may use pull downs or type directly in field)

You need to provide a complete justification. The field for this is not limited in size. You need to include:

**Where** you are going.

**Why** you are going there. If you are attending a conference, what is the name of the conference and who is the sponsor. If you are presenting a poster or a talk, provide the name of your presentation AND cut and paste your abstract.

If your travel will be paid by a grant, you need to state **How** the grant will benefit from your travel. For example, if you are presenting a poster, you need to state that the data you are presenting is from experiments funded by that grant. If more than one grant is being charged, you need to state, "The percent of total costs charged to each grant is proportional to the benefit derived by the grant."
If there is anything else that we should know that will facilitate the processing of your request, please include it here. For example, if another department or organization is paying for part of your travel, please mention that.

- You will get the message that the travel authorization has been successfully submitted. If you do not get this message, your travel authorization has not been submitted.
- Unless we contact you with questions within about a week from the submit date, you can assume that your travel authorization has been approved.
- A travel authorization is NOT a request for expense reimbursement. That is a separate process. Please contact your accountant for information regarding this form.

**Sample Travel Justification**

Attendance at Conference provides an opportunity for **Name** to present work done which is an integral part of the research on this/these grant/s. More specifically, presentation is entitled, "**Title.**" It also will allow him/her the opportunity to attend other presentations related to research on this/these grant/s and discuss his research with other colleagues in attendance. PLEASE ATTACH ABSTRACT.

**OR**

Attendance at Conference provides an opportunity for **Name** not only to hear presentations from other investigators on research that is directly related to this grant, but also to discuss his/her research with other attendees to help carry out the objectives of this grant. More specifically, at this meeting **Name** will listen to presentations and discuss with colleagues, the latest research developments in the area of general topic of interest, which is directly related to the research on this grant. [Should also add, if applicable]: Attendance at this meeting was approved in my notice of grant award.

**Useful Links:**

U of MN Travel Policy: [http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html](http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html)

Per diem rates: [http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL_RATES.html](http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL_RATES.html)