

# TRAVEL AUTHORIZATION INSTRUCTIONS

The Travel Authorization Form is located in your mySUUportal under the apps section.

Travel authorizations must be submitted and approved prior to travel in order to be covered by University insurance and ensure travel funds have been approved. All fields are required unless labeled otherwise.

## INTERNATIONAL TRAVEL

Persons participating in University-sponsored international travel must provide proof of insurance with at least \$25,000 medical coverage and \$250,000 emergency medical transport. Such insurance can be purchased through the SUU Global Engagement Center.

## STUDENT TRAVELERS

If students are traveling without a supervisor, they will need to submit their own Travel Authorization. If students are traveling with an Advisor and will not receive a personal reimbursement after the trip, they can be listed as additional travelers on their advisors Travel Authorization. Students are not allowed to receive a travel advance.

## TRIP DETAILS

The 'Departure date' and 'Return date' will auto populate with the current time unless changed. The 'Destination' field will auto populate as you start typing. If your destination is available from the list please select it.

## EXPENSES

The travel system has two expense types: Out-of-Pocket and Departmental. Expenses paid for from personal or advanced funds (Out-of-Pocket) and expenses paid by PO, PCard or Interdepartmental Transfers (Departmental). The Motor Pool expense category will default to 'Departmental' and the Private Vehicle expense category will default to 'Out-of-Pocket'. You will still need to contact Motor Pool to reserve a vehicle. All anticipated expenses must be included, and you must differentiate between Departmental and Out-of-Pocket. Click 'Add Expense' to create a new expense line. Click the 'Delete' box if you need to delete an expense. For zero dollar distribution user must select at least one expense and enter 0 in the 'Planned Amount' field.

## EXPENSE DISTRIBUTION

The Index or the FOAPa can be entered for the expense distribution. The FOAPa or FOAPa's being charged for travel must have sufficient budget in the fund to cover the travel expense being requested. If more than one fund is used, the percentage from each fund will be calculated, encumbered and charged. The 'Acct' field will auto populate based on the 'Destination' field. If it auto populates incorrectly, you are able to change it. You must enter either an 'Amount' or 'Pct'.

## ADVANCE

If you are requesting an advance, your travel must be submitted at least 5 days prior to departure. The travel office may return your travel if it is not approved timely and ask you to resubmit without an advance. Advances are available for payment up to 14 days prior to the departure date.

## **APPROVAL**

All travels will be automatically routed to the traveler's supervisor (based on NBAPOSN), the financial manager of each FOAPa (based on purchasing approval queues) and the Travel Office for approval. If you have any questions, please feel free to contact us at rowley@suu.edu or danielbishoff@suu.edu.

## **FAQ**

I have a travel awaiting my approval. Why does it tell me I am not authorized to approve?

- Logout of your portal and log back in. You should now have the approval app and have access to approve the travel.

Can I submit a zero dollar travel?

- Yes. However, you must enter at least one expense and expense distribution and have the amount set to 0.

I did not complete a travel authorization before my trip. Can I do one now?

- Yes. Also, if you would like a reimbursement you must do a travel authorization.

I leave on a trip in less than five days. Is it too late to submit a travel?

- No, you can submit a travel anytime. However, you will not be eligible to receive an advance for a travel submitted less than five days prior to departing.

My spouse/friend/relative/etc. will be traveling with me. Should I buy their plane ticket/hotel/etc. with University funds or personal funds?

- You should buy them with personal funds and request a reimbursement upon completion of the travel for the University portion of the expense.