

*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)**

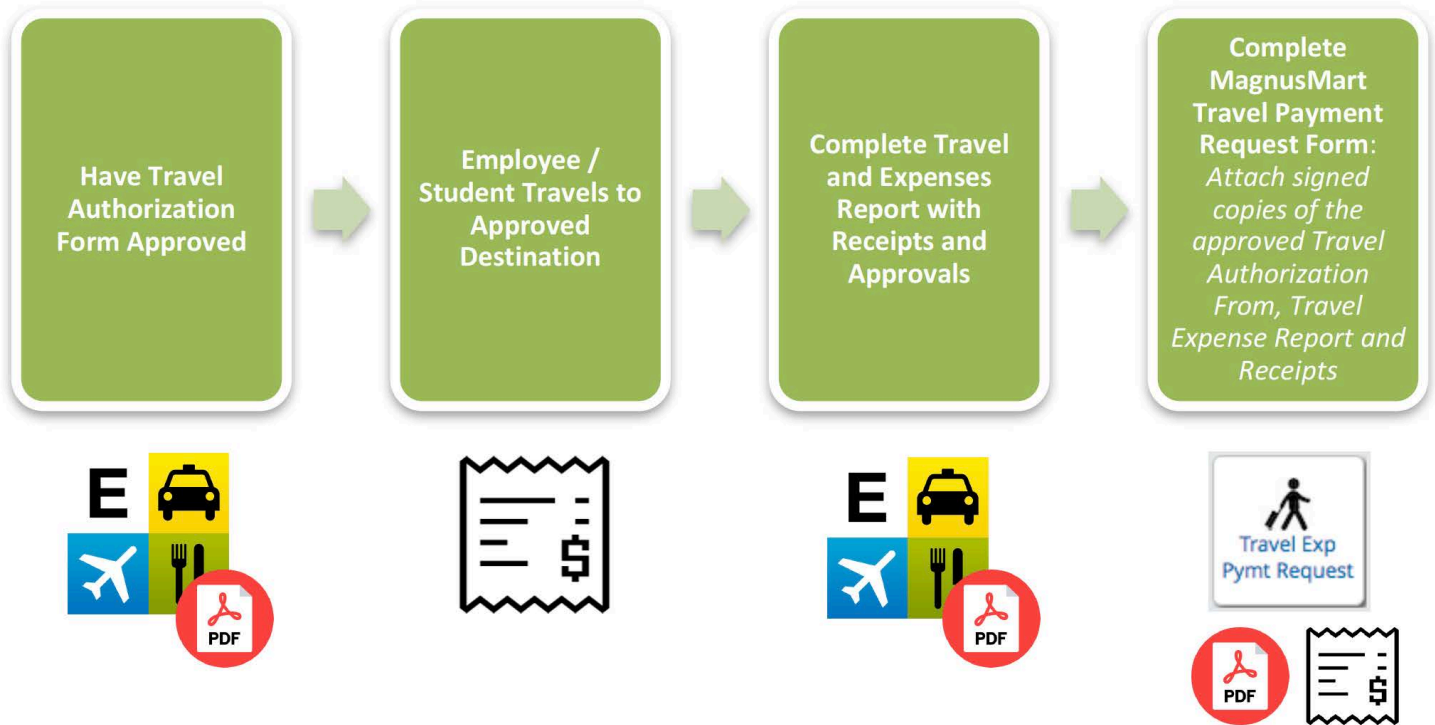
**International Travel?  
Provost Approval  
(REQUIRED)**

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, 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](#)**