

All overnight travel and out-of-state travel **MUST** have a 'Request and Authorization to Travel' (**FORM A**) completed and approved by your vice president/area administrator prior to making reservations. Estimated travel expenses should be based on the most accurate cost information the traveler can obtain. Please refer to the university's business travel policy for additional instructions.

[http://www.salemstate.edu/assets/documents/purchasing/Travel\\_Policy\\_Final\\_8\\_22\\_2011.pdf](http://www.salemstate.edu/assets/documents/purchasing/Travel_Policy_Final_8_22_2011.pdf)

**STEPS TO COMPLETE:**

- Step 1* Obtain an airfare estimate from travel agency or other booking source
- Step 2* Complete the Request and Authorization to Travel Form (**FORM A**) and attach cost estimate documentation and all pertinent information regarding conference or place that you will be traveling on university business
- Step 3* If funding is from more than one source complete the second page of the travel authorization form with approvals for each fund/department.
- Step 4* Forward **FORM A** with attachments to vice president/area administrator for approval. Vice president/area administrator or designee will assign a travel authorization code.
- Step 5* After vice president/area administrator approval, make reservations for air travel and lodging, as applicable
- Step 6* Complete itinerary (**FORM B**) and provide to vice president/area administrator prior to departure. Promptly notify your vice president/area administrator if your travel plans change.
- Step 7* Upon return complete "Travel Reimbursement–Overnight Travel Only" (**FORM R**) and attach documentation for all travel expenses incurred

Other Important Points:

Please refer to the university's business travel policy

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for allowable expenses to be charged to ProCard and allowable expenses to be reimbursed. Requests for reimbursement of expenses included on **FORM A** must be accompanied by complete documentation.

Mileage and meal allowance rates can be found on the travel web page <http://www.salemstate.edu/3475.php>

**Contact List Information:**

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| Travel Reimbursement Processing          | Paula Blanchard ext. 6018                          |
| Other Travel Policy/Procedural questions | Evelyn Wilson ext. 6152 or Karen Johnson ext. 7620 |