

2/3/2022

Request Guidelines

1. A Request provides:
 - a. Destination information.
 - b. Permission to represent Michigan State University.
 - c. Permission to spend University funds.
 - d. Permission to be away from day-to-day responsibilities associated with university position.
 - e. Fulfillment of Federal/State contract and grant requirements.
 - f. Entry and exit requirements, health and safety risks, and destination sourcing materials so travelers can become versed in their destinations.

2. Completing Request guidelines:
 - a. Mandatory fields: Business purpose, trip dates, trip description, destination, estimated costs, and trip segments- air, hotel, and car rental must be completed.
 - b. If MSU is financing the business trip, at least one MSU account number must be provided.

3. MSU employees, at least annually and when changes occur, are expected to review, and update their emergency contact information in the HR-Payroll system.