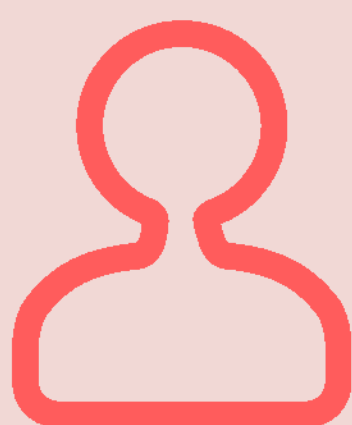


# Travel *at* State

TIP OF THE WEEK

## PRE-TRIP AUTHORIZATION

TRAVEL.MSU.EDU



### WHO?

Anyone traveling on behalf of or representing Michigan State University, regardless of reimbursement source or lack thereof.

### WHAT?

Permission to:

- Represent MSU
- Spend University funds
- Be away from daily responsibilities
- Access Motor Pool vehicles

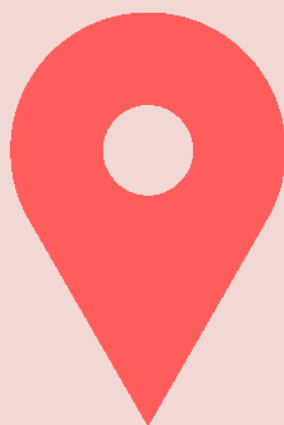


### WHEN?

Must be completed and approved prior to departure; & approved prior to trip reservations being made.

### WHY?

- Travel accident insurance
- International travel insurance
- Exit and entry requirements
- Destination sourcing materials
- Health and safety advice



### WHERE?

- Applies to any travel off campus.
- All international travel must be registered in the Global Travel Registry

### HOW?

- Go to [travel.msu.edu](https://travel.msu.edu)
- Choose "Getting Reimbursed"
- Click on "Forms for MSU Travel"
- Select "Pre-Trip Authorization"
- Complete and submit for approval

