Travel at State

TIP OF THE WEEK

PRE-TRIP AUTHORIZATION

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.

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 Travelers Abroad Database.

HOW?
- Go to travel.msu.edu
- Choose "Getting Reimbursed"
- Click on "Forms for MSU Travel"
- Select "Pre-Trip Authorization"
- Complete and submit for approval