Travel Authorization

Cleveland State University

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 _____

Requested Prepayment(s)

Common Carrier _____

Registration _____

Lodging *(Students Only)* _____

Prepayment Total _____

Account(s) To Be Charged

_____

_____

_____

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)

Approver Name _____

Signature _____

Approval Date _____

International Travel?
Provost Approval (REQUIRED)

Provost Name _____

Signature _____

Approval Date _____

Travel Expense Report

Cleveland State University

Name	Dates of Travel
CSU ID Number	From Date _____
Department	To Date _____
Destination	
Purpose	

Date	Time Departure/ Return	Travel Point	Transportation			Lodging	Meals	Miscellaneous	
			Common Carrier	Other					
				Amount	Explanation			Amount	Explanation
Total									

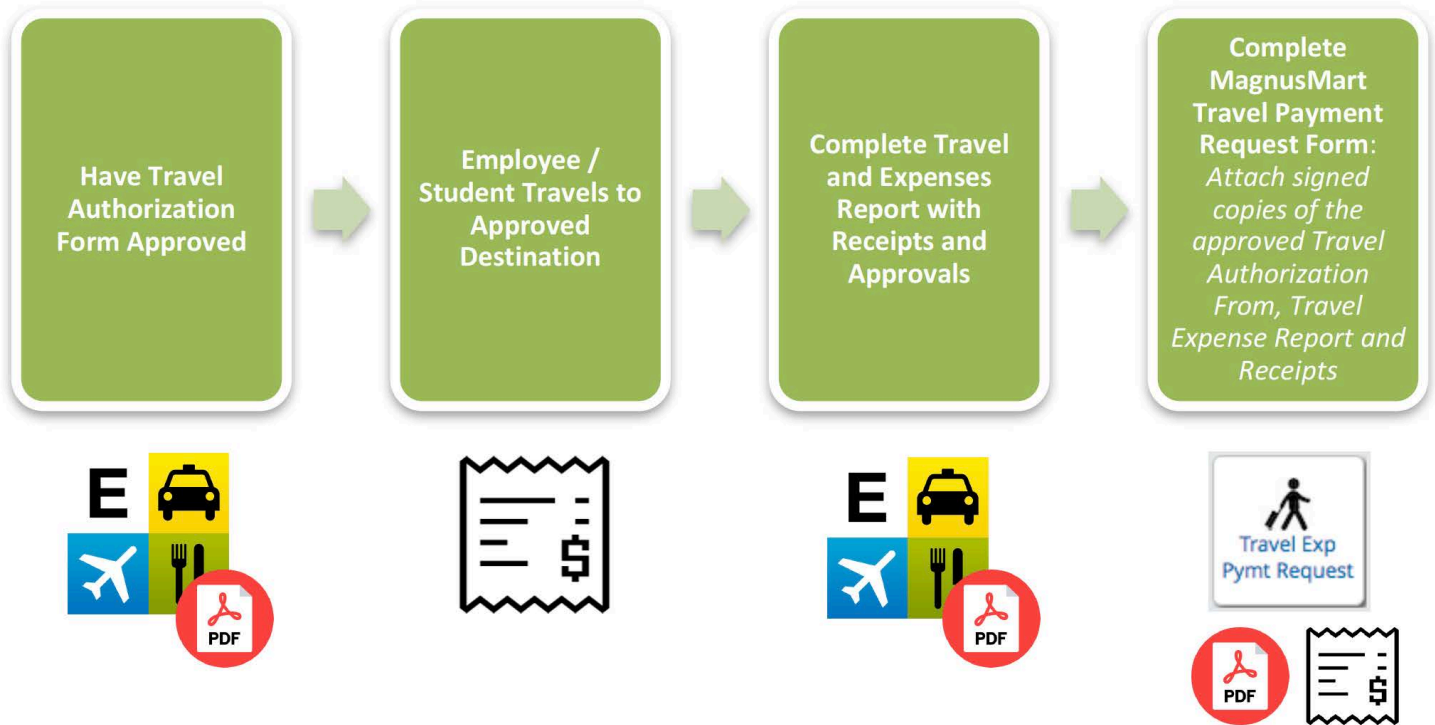|	
Total to be Paid by CSU	
Less Prepayment(s)	
Total Amount Paid by PCard	
Balance Due Employee	

TRAVELER'S CERTIFICATE: I certify that all statements made hereon are true, that all expenses are for University business, and, if traveling by personal car, I carry auto liability insurance pursuant to ORC Section 4509.51
(http://codes ohio gov/orc/4509 51)

Signature _____

Date _____

Accounts to be Charged

	Account	Fund	Dept	Program	Class	Project	Amount
Airfare	0401						
Other Meals Misc	0410						
Lodging	0402						

Approver

Name _____

Title _____

Signature _____

Date _____

Approver

Name _____

Title _____

Signature _____

Date _____

Approver

Name _____

Title _____

Signature _____

Date _____

Approver

Name _____

Title _____

Signature _____

Date _____

Cleveland State University

Process Flow

Have Travel Authorization Form Approved	→	Employee / Student Travels to Approved Destination	→	Complete Travel and Expenses Report with Receipts and Approvals	→	**Complete MagnusMart Travel Payment Request Form:** *Attach signed copies of the approved Travel Authorization From, Travel Expense Report and Receipts*

Instructions

Authorization Form

      F❯ 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

      G❯ The remainder of the information should be completed if applicable to the travel

      H❯ Save the "Travel Authorization" form (your general information will be automatically populated on the Travel Expense Report)

      I❯ Have the form signed as appropriate for your area

      J❯ 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

Cleveland State University

CLICK HERE: Create a self-signed digital ID

CLICK HERE: Sign a PDF using a digital ID