

# IMSE Travel Authorization Instructions

Industrial and Manufacturing Systems Engineering (IMSE)  
3004 Black Engineering Building  
kategarr@iastate.edu; 515-294-0387

Please fill out the form below and return a completed, signed copy to Kate Garretson in 3004 Black at least 24 hours in advance of travel—one week is preferred.

You will receive a scanned PDF of the form via email after approval by the Chair with instructions on how to request or create your expense report.

**\*\*New change as of Jan 1, 2022:** Travelers and travel arrangers should **check with <https://stopthiowa.org/certified-locations> BEFORE booking travel arrangements.** If your lodging provider is not certified and state funding is being utilized, ***you will not be reimbursed for your expenses from that provider.***

## **Additional Resources**

**Procurement Travel FAQ** (has info regarding COVID-19)

<https://www.procurement.iastate.edu/card-services/travel-and-hospitality-card/travel-and-hospitality-faq>

Travelers must register with the **Office of Risk Management** when traveling internationally

<https://isutavel.iastate.edu/>

**Controller's Office Travel** page (has really helpful information for just about any questions a traveler may have regarding foreign transportation, air transportation, surface transportation, lodging and meals, etc. – it's best for the traveler to check this page and plan accordingly rather than to check it after the trip) <http://www.controller.iastate.edu/travelinformation/homepage.htm>

**Summary of Allowable Travel Expenses** (also linked on the Controller's Office page, but it's very important, so I'm providing a direct link to you as well; again, I suggest traveler checks this page before travel rather than after) <http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm>

**Summary of Unallowable Travel Expenses** (also linked on the Controller's Office page, but it's also very important to give you a direct link as well; again, I suggest traveler checks this page before travel rather than after) <http://www.controller.iastate.edu/travelinformation/unallowableexpenses.htm>

Iowa State University of Science and Technology

**IMSE Travel Authorization**

Traveler \_\_\_\_\_ Date submitted \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return (Last Day of Travel) \_\_\_\_\_

**Place or places to be visited with expected visiting dates:**

**Justification of trip: (State fully--do not use initials for organizations)  
(Why is it important – what is the benefit to the University)**

**Course coverage during travel?** Yes  No  Not teaching this semester

If Yes, please complete chart below and indicate who will cover your classes. If No, please explain why below.

Date:	Class:	Instructor/Activity

\_\_\_\_\_  
Signature of Traveler

Travel expenses to be paid by: \_\_\_\_\_

Iowa State University     Self     Other (Name of other payer) \_\_\_\_\_

**Indicate estimated expenses if expenses are to be paid solely or in part by University:**

<b>Registration Fee</b>		<b>Transportation</b>		<b>Type of Transportation</b>
• P-card	\$ _____	• Contracted agent will charge ISU *	\$ _____	Car <input type="checkbox"/> University
• Reimbursable by travel expense voucher	\$ _____	• Reimbursable by travel expense Voucher	\$ _____	<input type="checkbox"/> Private
				<input type="checkbox"/> Rental Agency
				Aircraft <input type="checkbox"/> Commercial

**Lodging and Meals**

• Reimbursable by travel expense voucher \$ \_\_\_\_\_ • If traveling with ISU personnel, list names and person in charge:

Name of Account \_\_\_\_\_ Worktag(Acct.#) \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name of Account \_\_\_\_\_ Worktag(Acct.#) \_\_\_\_\_ Amount \$ \_\_\_\_\_

Approved by
Department Chair
Date