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://stophtiowa.org/certified-locations BEFORE booking in-state 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.operationsfinance.iastate.edu/travel

Travelers must register with the **Office of Risk Management** when traveling internationally
https://isutravel.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

-->IS YOUR GRADUATE STUDENT PRESENTING AT A CONFERENCE?
You can apply for matching funds to cover up to half of the sum of the 1) conference registration fee, 2) the air/ground travel expenses (if any) and 3) the lodging expense (if any). Please email Gary Mirka (mirka@iastate.edu) for more information. Additionally, your graduate student should fill out the GPSS Professional Advancement Grant (PAG) application.
More information is available here: https://www.gpss.iastate.edu/pag/policies-and-procedures

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Iowa State University of Science and Technology
IMSE Travel Authorization

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Traveler _____   Date submitted _____

Date of Departure _____   Date of Return (Last Day of Travel) _____

Place or places to be visited :

_____

Business Purpose: (Why is it important; what is the benefit to the University?)

Do you have course coverage for the duration of this trip? Yes ☐ No ☐ Not teaching this semester ☐
If **Yes,** please complete chart below and indicate who   If **No, please explain why below:**
will cover your classes.

Date:	Class:	Instructor/Activity

If traveling with others from ISU please list:

_____
Signature of Traveler

If travel expenses are to be paid by the Department please list expected expenses:

Travel Expense Reminders:

- Transactions must be verified within 30 days of posting to Workday

- Expense reports completed more than 120 days from the date of travel will be treated as taxable income

- T&H card should be used for registration fees. If declined, P-card can be used

- You will need itemized receipts for items that exceed $75

Meals

- In-state: per diem, $35 (B = $7, L = $10.50, D =$17.50)
- Out-of-state: per diem, rates set by GSA for the Contiguous United States (except in-state) and the DoD for Alaska, Hawaii and US Territories

Lodging

- In-state: All 99 Iowa counties have a maximum nightly base room rate of $96/night
- Out-of-state: per diem, rates set by GSA for the Contiguous United States (except in-state) and the DoD for Alaska, Hawaii and US Territories.

Mileage for Personal Vehicles

The maximum mileage rate is linked to the maximum allowed by the Internal Revenue Service when a government-owned vehicle **is not** available. See Allowable Travel Expenses link on page 1 of this document for more information

GSA: https://www.gsa.gov/travel/plan-book/per-diem-rates
DoD: https://www.defensetravel.dod.mil/site/perdiemCalc.cfm

Approved by	Paid from:	
	Name of Account: _____	Amount:
	Worktag: _____	
Department Chair	Name of Account: _____	Amount:
Date	Worktag: _____	