

IMSE Travel Authorization Instructions

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

Please fill out the form below and return a completed, electronically-signed copy to imse@iastate.edu at least 24 hours in advance of travel—one week is preferred.

You will receive a PDF copy 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 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

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>

-->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 Jess Severe (jsevere@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>

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 :

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 will cover your classes.

If **No**, please explain why below:

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.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>

Approved by

Department Chair

Date

Paid from:

Name of Account:

Amount:

Worktag:

Name of Account:

Amount:

Worktag: