

# Travel – How to Submit a Student Travel Authorization

---

<b>Purpose:</b>	Create a request for Student Travel Authorization
<b>How to Access:</b>	Use the production link below to create a Student Travel Authorization in DocuSign
<b>Procedure:</b>	Complete the following steps to create a student travel authorization report:

---

Navigate to: [Student Travel Authorization Request](#)

The traveling student should fill out information below and click begin Signing

**\*\*\*Note\*\*\***  
Only valid @towson.edu email address can be used, any other non-Towson email address will be declined.

Please enter your name and email to begin the signing process.

**Student**

**Your Name: \***

**Your Email: \***

Please provide information for any other signers needed for this document.

**Supervisor/Sponsoring Faculty or Chair**

**Name: \***

**Email: \***

[Begin Signing](#)

## Student Travel Authorization

Work Flow - DocuSign>Student>Sponsoring Faculty/Chair>Business Travel Group

- If a student is traveling overnight, they will need to fill out the travel authorization form.
- Students should work with their supervisor or sponsoring faculty/chair to determine how the trip is going to be funded. Multiple cost centers/grants may be used.
- The student travel authorization requires all estimated expenses such as registration fee, hotel, airfare any other estimated expenses for their trip.
- The student must upload a brochure, agenda or website indicating the dates, location and reason or purpose of the trip. (Conference, presenting a paper, field work etc.)
- In some cases, departments may require additional documentation for the authorization approval.

**Travel – Student Travel Authorization**

The student is responsible for completing all fields highlighted in **blue**. This includes their personal information, travel details, and any estimated expenses. The student traveler should then attach a brochure, agenda or schedule of the trip. The attached back up documentation must confirm the dates and location of the travel, as well as the purpose. Lack of appropriate back up will cause a delay in approval or possible rejection of the travel authorization.



**TOWSON UNIVERSITY**

Financial Services

**Student Travel Authorization Request**

Student Name \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Student Address \_\_\_\_\_  
 Student ID \_\_\_\_\_ Home Department Name: \_\_\_\_\_  
 Destination \_\_\_\_\_ Email: \_\_\_\_\_  
 Purpose of Travel \_\_\_\_\_  
 Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

**Estimated Expenses**

Registration \$ \_\_\_\_\_  
 Hotel \$ \_\_\_\_\_  
 Internet \$ \_\_\_\_\_  
 Airfare \$ \_\_\_\_\_  
 Baggage Fees \$ \_\_\_\_\_  
 Rail Fare \$ \_\_\_\_\_  
 Rental Car \$ \_\_\_\_\_  
 Gasoline (rental only) \$ \_\_\_\_\_  
 Taxi, Bus, Metro \$ \_\_\_\_\_  
 Meals \$ \_\_\_\_\_  
 Parking \$ \_\_\_\_\_  
 Tolls \$ \_\_\_\_\_  
 Personal Vehicle Mileage \$ \_\_\_\_\_  
 Tips \$ \_\_\_\_\_  
 Miscellaneous \$ \_\_\_\_\_

**Funding Cost Center(s) or Grant(s)**

1. Cost Center \_\_\_\_\_  
 1. Amount \_\_\_\_\_  
 2. Cost Center \_\_\_\_\_  
 2. Amount \_\_\_\_\_  
 3. Cost Center \_\_\_\_\_  
 3. Amount \_\_\_\_\_  
 Total Funding Available: \$ \_\_\_\_\_

\*Please list funding sources in order that they should be used from first to last.

Notes:

[Chart of Accounts Crosswalk & Travel Resources](#)


Total Estimated Expenses: \$ \_\_\_\_\_

Student Approval \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor/Sponsoring Faculty Approval \_\_\_\_\_ Date: \_\_\_\_\_  
 Business Travel Office Approval \_\_\_\_\_ Date: \_\_\_\_\_

**Travel – Student Travel Authorization**

Once the student approves and submits the form, the Supervisor or Sponsoring Faculty or Chair will receive the form.

The Supervisor/Sponsoring Faculty or Chair is responsible for completing all fields highlighted in **yellow**. This includes all cost centers/grants in **numeral format** funding the trip in order of how they would like the funding to be used, and the total amount allotted for that cost center/grant. Names of cost centers are not acceptable, or the authorization will be rejected. The Supervisor/Sponsoring Faculty or Chair has the option to add notes. For example, if a registration was prepaid on a procurement card, that can be added to the notes section to help keep all expenses tracked and accounted for. Or, if the number of cost centers/grants funding a trip goes beyond three, the Notes section can be used to indicate the additional cost center(s)/grant(s) and amount(s).

	<b>Student Travel Authorization Request</b>
<hr/>	
Student Name _____	Today's Date: _____
Student Address _____	
Student ID _____	Home Department Name: _____
Destination _____	Email: _____
Purpose of Travel _____	
Departure Date _____	Return Date _____
<p><b><u>Estimated Expenses</u></b></p> <p>Registration \$ _____</p> <p>Hotel \$ _____</p> <p>Internet \$ _____</p> <p>Airfare \$ _____</p> <p>Baggage Fees \$ _____</p> <p>Rail Fare \$ _____</p> <p>Rental Car \$ _____</p> <p>Gasoline (rental only) \$ _____</p> <p>Taxi, Bus, Metro \$ _____</p> <p>Meals \$ _____</p> <p>Parking \$ _____</p> <p>Tolls \$ _____</p> <p>Personal Vehicle Mileage \$ _____</p> <p>Tips \$ _____</p> <p>Miscellaneous \$ _____</p> <p><u>Chart of Accounts Crosswalk &amp; Travel Resources</u></p> <p>Total Estimated Expenses: \$ _____</p>	<p style="text-align: center;"><b><u>Funding Cost Center(s) or Grant(s)</u></b></p> <p>1. Cost Center _____</p> <p>1. Amount _____</p> <p>2. Cost Center _____</p> <p>2. Amount _____</p> <p>3. Cost Center _____</p> <p>3. Amount _____</p> <p>Total Funding Available: \$ _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">*Please list funding sources in order that they should be used from first to last.</p> </div> <p>Notes:</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
<p>Student Approval _____ Date: _____</p> <p style="background-color: yellow;">Supervisor/Sponsoring Faculty Approval _____ Date: _____</p> <p>Business Travel Office Approval _____ Date: _____</p>	
<p>Financial Services Towson University - 8000 York Rd, Towson MD 21252 - 410-704-5599 - towson.edu/financialservices</p>	

Once the Supervisor/Sponsoring Faculty or Chair approves and submits, it then comes to the Business Travel Office for final approval.

The Business Travel office will be the last stop of the form. The BTO will review the form to make sure all required fields are completed, support documentation is attached, and authorizing approvals are present. If the form needs to be rejected for the student to make corrections the Business Travel Office will reject the form along with any comments explaining the reason for the rejection.

Please note that unfortunately if the form is rejected, a new DocuSign form will need to be completed with the suggested corrections from the BTO. DocuSign does not have the ability to send the form back and forth through the workflow.