

Travel – How to Submit a Student Travel Authorization

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

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

PowerForm Signer Information

Student Travel Authorization Request

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

*****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

TOWSON UNIVERSITY Financial Services

Student Name Student Test Today's Date: 05/25/22
Student Address 13313 Bottom Rd Hydes MD 21082
Student ID 0287894
Destination San Diego, CA
Purpose of Travel Research travel
Departure Date 05/31/2022 Return Date 06/07/2022

Estimated Expenses	Funding Cost Center(s) or Grant(s)
Registration \$ <u>650.00</u>	<u>18930</u>
Hotel \$ <u>1000.00</u>	<u>18930</u>
Internet \$ _____	_____
Airfare \$ <u>800.00</u>	<u>18930</u>
Baggage Fees \$ _____	_____
Rail Fare \$ _____	_____
Rental Car \$ _____	_____
Gasoline (rental only) \$ _____	_____
Taxi, Bus, Metro \$ _____	_____
Meals \$ _____	_____
Parking \$ _____	_____
Tolls \$ _____	_____
Personal Vehicle Mileage \$ _____	_____
Tips \$ _____	_____
Miscellaneous \$ _____	_____
Foreign Travel Exchange Fees \$ _____	_____
Total Estimated Expenses: \$ <u>2,450.00</u>	

Student Approval: [Signature] Date: 05/25/22

- 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. There is a section on the DocuSign form to provide this information. It is helpful to put both the cost center/grant number and Description. (For example 00000 – Stratus Cost Center)
- 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.) Sometimes departments may require additional documentation for the authorization approval.
- Once the student has completed the form they will sign and click finish.
- The form will go to the supervisor and/ or sponsoring faculty/chair to approve.
- 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 and authorizing approvals.

Travel – Student Travel Authorization

- 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 if the form is rejected unfortunately a new DocuSign form will need to be completed and the form will need to go through the approval process again with the suggested corrections from the BTO. DocuSign does not have the ability to send the form back and forth through the workflow.