



Travel plans must be authorized **PRIOR TO TRAVEL** to ensure reimbursement of your expenses

HENNEPIN TECHNICAL COLLEGE EMPLOYEE & STUDENT PRE-APPROVAL FOR TRAVEL FORM

Minnesota State employees and students traveling on state funds may not claim Frequent Flyer Miles.
My signature below is an acknowledgement of this policy.

NAME: _____ STAR ID: _____

EVENT NAME: _____

PURPOSE OF TRAVEL: _____

GRANT FUNDED?: _____ Y _____ N

COST CENTER: _____

- Please attach appropriate documentation with detailed information regarding the event/ conference.
- If this is for Faculty Professional Development, the Pre-Approval Travel form must be completed first.
- For Student Club Travel, attach forms ST1, ST2 and ST3.

Location of Event: _____

Travel Date(s): _____

Faculty Professional Development Funds? _____ Y _____ N

If Yes, what amount? _____ (Attach form)

ESTIMATED EXPENSES - Employee Use	
Registration	\$
Airline Transportation	\$
Auto Miles @ /mile	\$
Parking	\$
Lodging	\$
Meals	\$
Other (describe)	\$
Other (describe)	\$
TOTAL ESTIMATED EXPENSES	\$

TRAVEL STUDENT & EMPLOYEE USE ONLY				
Credit Card	Prepaid		Date	Total
	Yes	No		
				\$
				\$
				\$
				\$
				\$
				\$
				\$
PREPAID TOTAL				
Total Expenses				\$

TRAVEL ARRANGEMENTS NEED TO BE MADE BY YOUR TRAVEL STAFF PERSON.

Completed By / Return To _____ Date _____

Dean/Supervisor's Signature _____ Date _____

Traveler's Signature _____ Date _____

Cabinet Member's Signature _____ Date _____

Advisor's Signature (Student Travel Only) _____ Date _____

College President _____ Date _____
(Required for Out-of-State Travel)