BALL STATE UNIVERSITY
Authorization for Travel

Name	Title	Office of Dept.	Date Submitted

Purpose of Trip

Destination	Leaving From ☐ Muncie ☐ Other	Returning To ☐ Muncie ☐ Other

Leave Date	Time	am	pm	Return Date	Time	am	pm
First Meeting Date	Time	am	pm	Last Meeting Date	Time	am	pm

☐ University vehicle (Vehicle Request Form attached) ☐ Rail ☐ Bus ☐ Air

☐ My own personal vehicle ☐ Other _____

☐ Personal vehicle of another Ball State employee

Names(s) of person(s) accompanying you: _____

☐ Yes ☐ No I am requesting reimbursement for this trip in accordance with regulations for authorized travel as described in the Travel Regulations and Procedures Manual.

☐ Yes ☐ No I am receiving an honorarium from _____ in the amount of $_____

☐ Yes ☐ No I am receiving expense reimbursement from (other than BSU) _____ as follows:

Registration _____ Hotel _____

Transportation _____ Other (specify) _____

I am estimating the total cost of this trip to be $ _____

Certification

I certify that I have made appropriate arrangements for the performance of my duties during my absence. If I am requesting the use of a University vehicle, I certify that the driver is an employee of Ball State University or an authorized driver and is licensed by a State Bureau of Motor Vehicles. If I am requesting reimbursement, I will upon my return (1) submit to the departmental office the original copy of this form, (2) sign and complete or have completed a travel expense voucher, and (3) present any lodging, transportation or other original receipts which may be required within 30 days of my return.

Signature _____

x

BSU TRAVEL MANUAL

Authorization

☐ With Reimbursement

☐ No Maximum

☐ Maximum of $_____ (including registration fee)

☐ Without Reimbursement

Dept Head or Supervisor _____ date _____

x

Dean or Adm Head _____ date _____

x

Charge travel costs as follows:

Account Number	Allocation $ or %

Accounting Office Only

Registration $ _____

Cash Advance $ _____

Receivable# _____

(Original – To be sent to the Accounting Office if paying registration fee or requesting cash advance; otherwise return to traveler.)

Form B-27 Approved by State Board of Accounts for Ball State University, 1991. Revised 1996.