

# BSU TRAVEL REQUEST INSTRUCTIONS

## FOR ALL TRAVEL:

Pre-approval is required for the following types of travel:

- Out-of-state
- In-state with overnight stay (includes Washington D. C.)
- Foreign

Approval must be complete prior to the commencement of the trip. At least **20 calendar days** prior to the date of travel, submit a copy of this form through the appropriate approvals.

### **The Travel Request Form must be filled out in its entirety.**

1. Date of request must be filled out.
2. Name of employee must be filled out.
3. Employee ID # must be filled out.
4. Your title must be filled out; (faculty, staff, student) please indicate.
5. Include your department on the form.
6. Dates of travel must be completed.
7. Your destination must be filled out.
8. Purpose of travel must be included on the form.
9. Method of travel must be completed (airplane, train, etc.).
10. Estimated dollar amount must be filled; this is the amount that is being charged to Bowie State University.
11. Traveler completes Request for Travel Form and forwards to their Supervisor and Dean or Director for approval. Travel Request is then forwarded to the Provost (for Academic Affairs or faculty) or to the area Vice President for approval. After approval, the Provost or Vice President forwards the request to the Controller's Office for processing. **Any travel that is coming out of a grant must be approved by the Office of Research and Sponsored Programs.**
12. Accounting information must be included on form (Account, Fund, Department, Program, Class, Grant/Project, and subtotals).

## **BSU TRAVEL REQUEST INSTRUCTIONS (CONT'D.)**

### **FOR OMEGA TRAVEL:**

The Transportation Security Administration (TSA) is now requiring airlines to collect the following information before Omega World Travel can issue an airline ticket:

- Full name of traveler which matches the form of ID used for the trip
- Date of Birth (DOB)
- Gender
- Passport number and expiration date for international travel only

**To prevent Identity Theft, we are not requiring date of birth, social security #, nor passport information to be included on the travel request forms; however, it is your responsibility to make sure that Omega Travel has this information or a ticket will not be issued.**

Omega Travel's phone # is 1-800-486-6060.

### **Notes:**

Pre-approval is required for all travel, except travel to local meetings or travel occurring in the course of everyday duties. (Unless overnight stay is necessary)

For attendance at a meeting or conference, literature on the meeting must be attached to this request form, showing registration, hotel, and other costs.

Travel Approval forms can be amended after travel is completed; you must do a travel request addendum.

Washington, DC metropolitan area is not considered out-of-state travel.