

Request for Travel Authorization Form



Instructions

- Travel authorization is not required for in-state travel.
- All out-of-state travel requires MnDOT authorization.
- Refer to your work order budget prior to requesting approval to travel out-of-state. Out-of-state travel costs exceeding the budgeted amount will not be approved. Traveling for purposes that do not match the purpose identified in the contract will not be approved.

To request authorization, complete this form and submit a signed copy to your Grant Administrator, Sponsored Projects Administration (SPA), before any travel costs are incurred or at least two weeks prior to travel. Faxes will not be accepted. SPA will obtain TL & MnDOT authorization and return a fully signed copy for your records.

MnDOT Office of Research & Innovation

Minnesota Department of Transportation
395 John Ireland Boulevard, Mail Stop 330
St. Paul, MN 55155-1800

MnDOT Research Contract Specialist

Matthew Sindt (Matthew.Sindt@state.mn.us)

Principal Investigators: Please complete the following request form and submit to and submit a signed copy to your Grant Administrator, Sponsored Projects Administration (SPA).

Date of Request:

Requestor's Name:

Research Project Title:

MnDOT Contract Number:

Work Order Number:

University EFS Chart String:

If you are requesting to attend a conference, please provide the following information:

Name of Conference:

Name(s) of Project Personnel Traveling and Project Role:

Conference Date(s):

Line Date(s) of Travel:

Estimate of Travel Costs:

A statement of how attendance at the conference will advance the objectives of the sponsoring project:

Title of paper being presented or technical information disseminated (attach copy):

Presentation Materials: If the Institution will be delivering and/or presenting materials, at a meeting, conference, etc., the Institution must provide copies of all materials to MnDOT. Furthermore, the Institution may not present any materials related to Work Order Contracts executed under this Master Contract, without prior approval from MnDOT.

Only active MnDOT Research projects may be invoiced for travel expenses. Generally, travel should be conducted toward the completion of the project, to promote the findings and facilitate implementation.

I hereby request approval for travel as described above:

Principal Investigator – Date

Approved:

University Authorized Official – Date

MnDOT Authorized Official – Date

Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Institution as a result of any Work Order Contract will be reimbursed in same manner and in no greater amount than provided in the current “Commissioner’s Plan” promulgated by the commissioner of Minnesota Management and Budget. The Institution will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received MnDOT’s prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state. The Institution must submit, in writing, their Travel Authorization Form which is available in the TAP Guidelines which can be found at the following website: <http://www.dot.state.mn.us/research/documents/TAPGuidelines.pdf> which will include the purpose of the travel and the estimate of travel costs. No travel will be reimbursed unless prior written approval is granted by MnDOT’s Office of Research & Innovation.