



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

## REQUEST FOR APPROVAL OF TRAVEL EXPENSE REIMBURSEMENT BY AN OUTSIDE SOURCE

1. EMPLOYEE'S NAME: \_\_\_\_\_

2. DEPARTMENT / DIVISION / CAMPUS: \_\_\_\_\_

3. PURPOSE OF TRAVEL: \_\_\_\_\_

4. DATE(S) OF TRAVEL: \_\_\_\_\_

5. DESTINATION: \_\_\_\_\_

6. NONSTATE ENTITY PROPOSING TO PROVIDE TRAVEL / REIMBURSEMENT:

ENTITY NAME: \_\_\_\_\_

For-Profit:       Not-for-Profit:       Other (explain): \_\_\_\_\_

7. LIST ALL CONTRACTS AND THEIR DOLLAR AMOUNTS, AND THE NATURE OF THE RELATIONSHIP BETWEEN THE INSTITUTION OR DIVISION AND PROPOSED FUNDING SOURCE:

Contract	Dollar Amount	Relationship	Proposed Funding Source

8. TRAVEL EXPENSES TO BE PROVIDED / REIMBURSED:

Type of Expense	Dollar Value

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Employee making request*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Division*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Chancellor*