

# Request for Travel Authorization

## Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the institution because 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.

No travel will be reimbursed unless prior written approval is granted by MnDOT's Office of Research & Innovation.

## 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. 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.

**Principal Investigators:** Please complete the following request form and submit a signed copy to your Grant Administrator, Sponsored Projects Administration (SPA). No travel costs may be incurred prior to receiving the signed form back from MnDOT.

**Sponsored Projects Administration:** Submit to MnDOT Research & Innovation Contract & Finance Supervisor ([elizabeth.arndt@state.mn.us](mailto:elizabeth.arndt@state.mn.us)) for approval. A signed copy will be returned for your records.

**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.

