Travel – How to Submit a Student Travel Authorization

Purpose:
Create a request for Student Travel Authorization

How to Access:
Use the production link below to create a Student Travel Authorization in DocuSign

Procedure:
Complete the following steps to create a student travel authorization report:

Navigate to: Student Travel Authorization Request
Student Travel Authorization

Work Flow - DocuSign>Student>Sponsoring Faculty/Chair>Business Travel Group

• If a student is traveling overnight, they will need to fill out the travel authorization form.

• Students should work with their supervisor or sponsoring faculty/chair to determine how the trip is going to be funded. Multiple cost centers/grants may be used. There is a section on the DocuSign form to provide this information. It is helpful to put both the cost center/grant number and Description. (For example 00000 – Stratus Cost Center)

• The student travel authorization requires all estimated expenses such as registration fee, hotel, airfare any other estimated expenses for their trip.

• The student must upload a brochure, agenda or website indicating the dates, location and reason or purpose of the trip. (Conference, presenting a paper, field work etc.) Sometimes departments may require additional documentation for the authorization approval.

• Once the student has completed the form they will sign and click finish.

• The form will go to the supervisor and/ or sponsoring faculty/chair to approve.

• The Business Travel office will be the last stop of the form. The BTO will review the form to make sure all required fields are completed, support documentation and authorizing approvals.
• If the form needs to be rejected for the student to make corrections the Business Travel Office will reject the form along with any comments explaining the reason for the rejection.

• Please note if the form is rejected unfortunately a new DocuSign from will need to be completed and the form will need to go through the approval process again with the suggested corrections from the BTO. DocuSign does not have the ability to send the form back and forth through the workflow.