

## Travel Awareness Form

1. No financial commitments should be made until all approving signatures appear on the Travel Authorization (TA) form or I have received an approval email from the Travel and Expense Management (TEM) system for my Authorized Travel (AT), regardless of the method of payment or source of reimbursement monies.
2. The business purpose or reason for travel must be clearly explained. Authorizations to Travel (AT/TA), and Travel Reports (TR) require backup which supports the business purpose of the trip.
3. Comparison airfare itinerary printouts are required with the same date the actual ticket is booked whenever personal time is combined with University travel. The University will reimburse the lesser of the two.
4. Tickets for travel on a trip that includes personal travel cannot be purchased using MSC's Department Travel Card. There are two options for ticket purchase with this scenario, which are as follows:
  - a. Traveler purchases ticket and is reimbursed for business portion when TR is processed.
  - b. MSC Travel Card is used to purchase business ticket.
    - i. Traveler contacts airline to add personal portion to ticket.
    - ii. Traveler pays any additional fees and fare increases on their own credit card and ensures MCS's card is not charged.
5. Travelers must utilize the most economical transportation available, unless such transportation is not available within a reasonable time period, will result in a higher overall cost, or is otherwise not in the best interest of the university.
6. In order to be reimbursed for business mileage, employees will need to leave from and return to the Matanuska-Susitna College campus.
7. An explanation of the facts and circumstances documenting the necessity to use non-conventional modes of transportation must accompany the authorization to travel form(s).
8. Travel should be confined to the minimum amount of time required to conduct university business. Lodging reimbursement is limited to the business days. Business justification must be provided to support travel and lodging one day before and /or one day after the business days. Any deviation requires the advance approval of MSC's Travel Administrator.
9. Reimbursement will be made at the lower of actual cost or per diem for meals and incidental expenses. Receipts of expenses incurred should be maintained and turned in with the travel report.

By signing this document, I am agreeing that I understand the statements above and I have read and understand the requirements of the University of Alaska Travel regulations and policies and will abide by them.

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Printed Name

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Signature

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Date