

Request (formerly Pre-Trip Authorization)

1. A Request provides:
 - a. Destination information;
 - b. Permission to represent Michigan State University;
 - c. Permission to spend University funds;
 - d. Permission to be away from day to day responsibilities associated with university position;
 - a. Fulfillment of Federal/State contract and grant requirements;
 - b. for entry/exit requirements, health and safety risks, and destination sourcing materials so travelers can become versed in their destinations.

2. Completing Request guidelines:
 - a. Mandatory fields, including business purpose, trip dates, trip description, destination, emergency contact, estimated costs, and trip segments- air, hotel, and car rental must be completed.
 - b. If MSU is financing the business trip, at least one MSU account number must be provided.
 - c. In-country contact information is required for international travel and will be separately requested by the MSU Office of International Health and Safety;

3. MSU employees, at least annually and when changes occur, are expected to review and update their emergency contact information in the [HR-Payroll system](#).