

Department of Biomedical Engineering

Travel Request Form

Please complete this form before traveling and submit it to Arlene Bennett in 7-105 NHH.

Name: _____ Phone: _____

Trip Dates: (from) _____ (to) _____

Destination: _____

Reason for Travel: _____

In case of emergency, how do we reach you? _____

Administrative Details

How will advising, classes, student supervision be handled in your absence?

Estimated Travel Expenses:

Will you be reimbursed by a non-University organization? Yes___ No___

If NO, please complete the following:

(1) travel expenses will be charge to: CUFS# _____

(2) have you verified that the above account has sufficient funds to cover the anticipated travel costs of this trip? Yes___ No___

(3) will you need prior PI/Adviser approval for this trip?
No___ If YES, obtain signature: _____

Date: _____

** (4) will you accrue frequent flyer credits with this trip? Yes___ No___

Signature: _____ Date: _____

Department Head (or IT Dean) Approval: _____

Date: _____

Note: Department Head travel requires IT Dean's approval.

**The University of Minnesota is obliged to comply with Minnesota Statute 15.435, Section 20 "Frequent Flyer Benefits." The benefits of frequent flyer credits and plan bonuses for airfare, car rental, hotels, and restaurants accrue to the individual's department when acquired at department expense. See Regents Policy on reverse side.

Related Information

Minnesota Statute 15.435 section 20 - *Frequent Flyer Benefits* which stipulates:

- a. Whenever public funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by an airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt.
- b. By July 1 1993 the appropriate authorities in the executive, legislative, and judicial branches of the state and the governing body of each political subdivision shall develop and implement policies covering accrual of credits or other benefits issued by an airline whenever public funds are used to pay for airline travel by a public employee or an elected or appointed official. The policies must apply to all airline travel, regardless of where or how tickets are purchased. The policies must include procedures for reporting receipt of credits or other benefits.

Travelers - How to Comply

- It is recommended that Travelers keep business and personal travel separate by using one of the University's Contract Travel Agencies for business travel and another agency for personal travel.
- It is recommended that frequent travelers obtain a separate frequent flyer account to track business travel mileage. Frequent flyer accounts are obtained from the airlines (See Airline Chart below.) This account should use the department address for all correspondence. To prevent the possible merging by the airline of a personal and business account, it's best to use a slight variation in the travelers name listing (e.g., William T Jones to Bill Jones). The traveler should provide this account number to the Contract Travel Agency they use. The contract agencies will ensure that all travel is reported to the individuals frequent flyer account.
- For some travelers, there may be some benefit in using a single agency and/or a single frequent flyer account for both business and personal travel. In this case, travel taken on University funds must also be tracked and reported to the department.
- It is optional for infrequent or low volume travelers to obtain a frequent flyer account for business purposes unless the department requires it. Both frequent and infrequent travelers have the responsibility of reporting their total travel to their department. Suggested methods of reporting include turning in the airline frequent flyer statement if it is not directly sent to the department, or a memo, spreadsheet, or list of all trips taken on an annual basis.
- Travelers whose expenses are paid for by an external organization should follow the travel policies of that organization.
- Benefits accrued from use of hotels, car rental agencies, etc. should also be returned to the University if University funds were used.

Note: Frequent flyer credits used by the University for business purposes are not subject to additional taxes; frequent flyer credits used for personal travel may be subject to individual income tax.

AIRLINES FREQUENT FLYER PROGRAMS

Airline	Program Name	To Set Up Account Call	Miles Needed To Earn Round-trip Ticket
American	American Airlines Advantage	1-800-882-8880	25,000 (Gold Level) 50,000 (Platinum Level)
Delta	Delta Incentive Frequent Flyer Program	1-800-323-2323 1-800-221-1212 or (612) 339-7477	30,000
Northwest	World Perks	1-800-225-2525	25,000
United	Mileage Plus	1-800-421-4655 (605) 399-2400	25,000