



Date _____

Name	Bearpass#	Use this form for a Single Event Travel Card to be used for Travel Advances for expenses related to University-sanctioned student group travel and/or Foreign Travel.			
Department					
Destination	Fund	Organization	Account	Program	
Purpose of Travel					

Dates of Travel From: _____ To: _____	Number of Persons Traveling: _____
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Estimated Expenses (fill in the information below as accurately as possible)		Procurement Services Use Only:
Meals		
Transportation		
Lodging		
Other (Specify)		
Total Advance Requested		
Cash Withdrawal Amount		MSU SET Account #: _____ SET Card Limit: \$ _____ SET Card Issue Date: _____ Department Coordinator: _____

*** Terms & Conditions ***

Any charges not approved by the Travel Policy will be posted to the applicants Accounts Receivable account!

The Single Event Travel (SET) Card Form will need to be sent to Financial Services for approval.
A SET Card will be issued to the applicant after this form has been approved by the requesting department, the foreign travel approver (if needed), Financial Services and by Procurement Services. A Foreign Travel Authorization Form will need to be completed and sent in along with the SET Card form for any international travel requests. First time SET Card users will go through a mandatory training on SET Card policies and procedures. The applicant will be notified as to when they can come by and pick up their SET Card from Procurement Services. Applicants will be required to show identification when picking up the SET card.

A SET Card Travel Log will need to be completed and provided to the respective Department P-Card Coordinator along with the receipts within **15 days after travel is complete**. Adequate substantiation includes, but is not limited to, receipts, cancelled checks, or other documentation outlined in the Missouri State University Travel Policy. The substantiation should also include the date, time, place, amount, and business purpose of expense. Documentation for any pre-paid expenses will need to be submitted to the Department P-Card Coordinator within 15 days of the transaction being completed. The Department P-Card Coordinator will send over the SET Card Travel Log, Cardholder Statement from the bank's system, receipts and a copy of the signed SET Card Form to Financial Services for reconciliation **within 30 days after travel is complete**.

The SET Card will need to be returned to Procurement Services within 10 days upon completion of travel.

Foreign Travel:

Foreign Travel must be approved PRIOR to traveling. Foreign Travel is defined as travel that occurs outside of the 50 United States and the District of Columbia. Foreign Travel Authorization Form will need to be completed and sent in along with the SET Card form for any international travel requests. Travel associated with Academic Units must obtain approval signed by their department head, dean AND the Provost unless the travel is associated with the China Branch campus, International Programs or Study Away. In those instances, the approval should come from the department head, dean and the VP for Research and Economic Development. Travel associated with other University departments will need approval from the President's Office.

Any charges not approved by the Travel Policy will be posted to the applicants Accounts Receivable account!

_____	_____	_____	_____
Applicant's Signature	Date	Approver's Signature	Date
_____	_____	_____	_____
Approver's Signature	Date	Foreign Travel Approver's Signature	Date
_____	_____	_____	_____
Financial Services Signature	Date	Procurement Services Signature	Date