

Business Travel Expense (BTE) Procedures

The BTE account is used to pay for airfare for non-MSU individuals or MSU group travel (students or employees of MSU).

Non-MSU (participants, interview candidates, & student recruits)

1. The department will contact Travel Leaders to obtain an airfare quote.
2. The following should be sent to travelhelp@msstate.edu.
 - a. BTE form (Forms tab)
 - b. MSU A-08 form (Forms tab)
 - c. Airfare quote
3. Travel Services will contact Travel Leaders to verify airfare ticket amount and authorize Travel Leaders to purchase.

MSU Group Travel

1. The department will contact Travel Leaders to obtain an airfare quote.
2. The following should be sent to travelhelp@msstate.edu:
 - a. BTE form (Forms tab)
 - b. Copy of group leaders approved request in Concur
 - c. List of participating names and MSU ID numbers (9-digit numbers)
 - d. Airfare quote

BTE travel for consultants should include a copy of the signed contract from Procurement and Contracts.

