

# COLLEGE OF ARTS & SCIENCES

## FACULTY, STAFF, AND STUDENTS PREAUTHORIZATION FORM FOR TRAVEL



All travel using university funds in the College of Arts and Sciences must be reviewed by the Chair or Director, who will determine whether the travel is essential. If the Chair/Director determines that the travel is essential, this travel preauthorization form, signed by the Chair/Director, must be submitted to the Dean at least 30 days before the trip begins. The Dean will review the request and will have final authority in determining whether the travel is essential and will then approve or decline the request.

It is **not** necessary to complete this form for mileage around the area which does not involve an overnight stay.

### Traveler Information

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_ Date(s) of Travel: \_\_\_\_\_

Purpose of Travel (i.e. conference name and if giving paper/talk): \_\_\_\_\_

Estimated Cost of Travel: \_\_\_\_\_

Reimbursement Amount Requested: \_\_\_\_\_

Will you be missing class? (If yes, please complete absence form and submit with this form) Yes \_\_\_\_\_ No \_\_\_\_\_

### Department Approval

This travel is essential for the teaching, research, or service responsibilities of this employee.

Source of Funding: MoCode: \_\_\_\_\_ DeptID: \_\_\_\_\_ Program: \_\_\_\_\_

Comments: \_\_\_\_\_

Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

### Dean Approval

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

After approval, the form will be returned to the department.

**This signed form needs to be attached as a receipt when the on-line travel expense report is submitted for traveler reimbursement.**