



PREAUTHORIZATION FORM FOR TRAVEL: EFFECTIVE JANUARY 22, 2009
FACULTY, STAFF AND STUDENTS

In response to President Forsee's mandated cuts in expenditures, including all non-essential travel, the following policy on travel authorization is in effect until further notice.

All travel of more than \$50 from university funds, other than essential travel paid from an external grant, 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.

1. Exception for travel from external grants

Travel that is 1) essential for conducting the work supported by an external grant and 2) paid fully by the grant is, in fact, part of a binding contract between the university and the funding agency. Thus, travel that is essential to fulfilling the work specified in the external grant and is paid for entirely by the grant, as determined by the PI of the grant, is exempt from preauthorization.

2. Internal grants, Curators accounts, Endowed Chair accounts, faculty startup, individual GIF

While not exempt from preauthorization, travel paid from Curators, Endowed Chair, faculty startup, individual GIF (not departmental GIF), internal grants, or other accounts under the direct control of individual faculty will be preauthorized by the Dean, as long as the Chair supports this travel.

Travel must be pre-authorized at least 30 days before the planned travel and before any non-refundable expenses have been incurred. If there is no pre-authorization form on file, the Dean will not approve reimbursement of expenses.

Employee Information

Name: _____ Department: _____

Event Title: _____ Event Dates: _____

Purpose of Travel: _____

Date of this Request: _____ Estimated Cost: _____

Department Approval

The travel described in this request is essential for the teaching, research or service responsibilities of this employee.

Source of Funding: MoCode _____ DeptID _____ Program _____

Department Chair Signature: _____ Date: _____

Dean Approval

Signature: _____ Date: _____