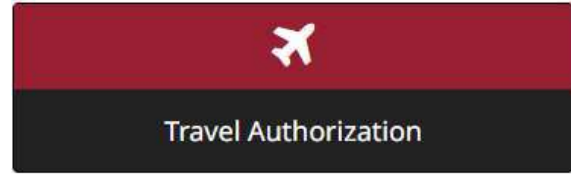


UMSL Travel Authorization – Users Guide

Log into eCompliance at:

<https://umsl.ecompliance.umsystem.edu/>

Select "Travel Authorization" from the compliance module menu.



Select: Begin a new Travel Authorization Form.

✕ Travel Authorization Form

Submit a new form

+ Begin a new Travel Authorization Form

The user's name who is logged in will auto-populate in the Requester box. If you are completing the form on behalf of someone else, search for and select the requester's name.

Travel Authorization Form



In accordance with university policy, authorization must be given prior to travel by an administrative supervisor for University employees or Non-Employees (suppliers, consultants, speakers, lecturers, visiting professors, and visiting students) who are Traveling to conduct University business.

Travel and the related expenditures should be monitored by the administrative supervisor at least monthly for all departmental units.

Upon submission of the Travel Authorization Form, your request for approval will be reviewed by your administrative supervisor. Once a decision is made, you will be notified via email. You may return to this form at any time to check the status or to submit additional requests.

- [UM Policy 22601](#)
- [430.030 Research Security International Travel Authorization](#)

The University of Missouri has partnered with Uniglobe Travel Designers and Concur Travel, to offer an online travel booking tool. Booking through the University's travel partner ensures you will be supported by a team of travel agents should difficulties arise before or during your trip. **For these reasons, travelers are strongly encouraged to use Uniglobe and Concur Booking.** For more information on how to access the online booking tool see [Business Travel & Booking](#).

Who is requesting travel authorization?

Are you requesting authorization for yourself or on behalf of someone else? If for someone else, set the requester to that person then continue.

Requester

Continue

Cancel

Questions Section

Question #1 – Travel Destination

- If you are not traveling to a foreign country, you will be routed to question #2 after answering no.
- If yes is selected, you will be asked if the trip is for personal purposes. If yes, you only need to continue to complete the travel authorization form if you are traveling to the countries listed in the drop-down box.
- If the trip is not for personal purposes, select the appropriate country from the list provided.

Section #2 – Travel Information

- Complete the series of questions. Depending on the answer selected for each question, additional questions may populate and must be answered.
- For question #10, the supervisor field will auto-populate with supervisor information from MyHR.
- Question #11 asks for the department worker who handles reimbursements related to your travel, but the form can be completed without this information if that person is unknown.
- Question #12 must be completed with the name of the fiscal worker who will review your travel authorization form. This is a required field.

Click Save and Continue

- You will be alerted to any required fields left blank if they require completion.

Submit

- If all required fields are complete, the form can be submitted by clicking the accuracy check box and the "Submit" button

Complete Screen

You will receive a message that the form was submitted successfully, and you can view or print your form here.

Your document has been submitted successfully.

Complete

Travel Authorization Form Submitted

What would you like to do next?

View or print your document

Go to the dashboard

Sign out of eCompliance

Confirmation Email

You will receive an email confirming that the Travel Authorization form was submitted.

UMSL eCompliance

Your Travel Authorization request has been received

RE: Travel Authorization Form:

Submitted by:

Thank you for submitting your Travel Authorization. Your submission reference is:

Your travel authorization is currently under review. You will receive an email when your travel has been approved or denied.

To access your submitted form, please visit the following link:

[Travel Authorization Form:](#)

If the link does not work for you, copy the following URL into your browser window:

<https://umsl.ecompliance.umsystem.edu/policies/travel-authorizations>