Authorization for Travel

**(All faculty are required to submit for International Travel)**

## Name: Click or tap here to enter text. Email and Phone: Click or tap here to enter text.

***Dates of Business Travel****:* Click or tap here to enter text.***Dates of Personal Travel****:* Click or tap here to enter text.

***Destination****:* Click or tap here to enter text.

**Domestic Travel**

**International Travel**: I have contacted International Affairs to ensure that I am informed of available resources, aware of potential risks, and in compliance with all rules and regulations. I have also attached the current [Travel Advisory](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/), which is at

**Level:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>)

## Purpose of Travel (One word is insufficient. Explain your objective. Attach more documentation if needed.) Click or tap here to enter text.

***Authority Delegate (If Applicable) Name and Contact Info:***Click or tap here to enter text.

***Class Arrangements:***Click or tap here to enter text.

***Anticipated Source of Funds*** (Enter N/A if no S&T funds will be used)***:***

|  |  |
| --- | --- |
| Fund name: Click or tap here to enter text.  Mocode: Click or tap here to enter text.  Estimated amount: Click or tap here to enter text. | Fund name: Click or tap here to enter text.  Mocode: Click or tap here to enter text.  Estimated amount: Click or tap here to enter text. |
|  |  |

## Estimated Expenses:

Transportation Costs (including rental car, airfare, train, mileage ($.55 x mile), etc.): Click or tap here to enter text.  
Registration Fee: Click or tap here to enter text. Hotel: Click or tap here to enter text.

Meal Reimbursement: Click or tap here to enter text. Misc. Travel Expense: Click or tap here to enter text.

**Total Requested:** Click or tap here to enter text.

## Business/Personal Travel:

### This trip is solely for the legitimate business purpose clearly outlined above.

I have clearly outlined the legitimate business component of this trip, but I will be combining it with a personal trip. I have attached documentation showing how I will document and be compensated for my work time, as well as how I will account for paid and/or unpaid leave.

#### DATE:

TRAVELER

#### DATE:

VP AND DEAN, CEC

**Dean’s signature is only required for department chairs or international travel**

DATE: **\_** DEPARTMENT CHAIR:   
My signature here indicates I have reviewed this travel request in its entirety, I understand the nature of the travel as well as the content of the request, and I believe this travel follows all relevant rules, including UM Policy 22601.