MISSOURI S&T | College of Engineering and Computing

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

This form should be completed and submitted to cec@mst.edu thirty (30) days prior to travel.

Name: **Dates of Travel:**
                                             (Indicate any personal travel)

Destination: **International**   **Domestic**

Purpose of Travel (Including conference details, names of people visiting and any links):

Authority Delegate (If Applicable) Name and Contact Info:

Class Arrangements:

I will be using the following funds (Check all that apply):

Departmental Funds (i.e., departmental match)   Other Funding (i.e., SRI, distance, start up, OURE)

Grant/Contract Funds (i.e., NSF)   No Missouri S&T Funds

If Missouri S&T funds are being used please indicate the anticipated account and estimated percentage being charged to each below:

Source of Travel Funds:

Fund Name:	Fund Name:
MoCode: Account Percentage:	MoCode: Account Percentage:

Estimated Expenses:

Transportation Costs (including rental car, airfare, train, mileage($.37 x mile), etc.):

Registration Fee: Hotel:

Meal Reimbursement: Misc. Travel Expense:

Total Requested:

I have evaluated this travel and found it to be necessary.

APPROVED:_____DATE:_____   APPROVED:_____DATE:_____
                  Traveler   Department Chair

APPROVED:_____DATE:_____   APPROVED:_____DATE:_____
                  Dean   Provost

OFFICE USE ONLY
International Travel Warning to Destination: **Yes / No**

Revised 4/24/18