



# 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](mailto: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:
MoCode:      Account Percentage:

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

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Traveler Department Chair

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Dean Provost

<b>OFFICE USE ONLY</b>
International Travel Warning to Destination: <b>Yes / No</b>