



College of Engineering and Computing

Authorization 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: _____

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: _____

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