

TRAVEL AUTHORIZATION

Name of Traveler	Department	Date		
Destination		Dates of Travel to		
Business Purpose of Trip	Primary Mode of Transportation <input type="checkbox"/> Air <input type="checkbox"/> Car <input type="checkbox"/> Other _____	Estimated Expenses <i>(whole \$\$)</i>		
		Transportation		
		Registration Fee		
		Hotel		
		Food		
		Other		
MoCode Name(s)		MoCode	PS Account	%
Signatures				
Employee		Supervisor		
Director		John Haynes, Sr. Director Campus Operations <i>(Required for unbudgeted travel)</i>		

Travel Expenses:

All travel must be pre-approved by the staff member's direct supervisor if the travel was planned in the budget.

Un-budgeted travel should be approved by the department's director and John Haynes.

Director out of state travel should be approved by their supervisor.

An itinerary, as well as estimated expenses, must be included in the approval for anyone who travels for university business.

No spousal expenses will be reimbursed. Any difference in cost for hotel rooms or other expenses must be paid by the employee. For example, if single occupancy is cheaper than double occupancy, MU will only reimburse the amount of the single occupancy room.

This form should be filed with travel expense reimbursement documents.

[Travel policy & procedure](#)