OAKLAND UNIVERSITY TRAVEL AUTHORIZATION

Academic Affairs

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Traveler’s Name | | | | | | | Title or Position | | | | | Department/Organization Name | | | | |
| Destination | | | | | | | | | | | | **Fund#** | | | **Account#** | |
| **Departure Date:** | | |  | | | | | **Return Date:** | | | |  | | | | |
| **Purpose** | | | | | | | | | | | | | | | | |
| **Class Coverage (if applicable)** | | | | | | | | | | | | | | | | |
| DEAN/VPAA OFFICE USE ONLY | | | | | | | | | | | | | | | | |
| Advance | | | | | | Payments | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Reimbursement Requested for:** | | | | | | | | | | | | **Estimated Cost:** | | | |
|  | | Transportation | | | | | | | |  | | | |
|  | | Lodging | | | | | | | |  | | | |
|  | | Meals | | | | | | | |  | | | |
|  | | Registration Fees | | | | | | | |  | | | |
|  | | Miscellaneous | | | | | | | |  | | | |
|  | | Total | | | | | | | |  | | | |
|  | | Limit of Reimbursement (if applicable) | | | | | | | |  | | | |
|  | | Travel Advance Recommended (if any) | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | |
| **Nature of Travel—Check all that apply:** | | | | | | | | |  | | | | | | |
|  | | Administrative | | | | |  | | | | | | |
|  | | Educational | | | | |  | | | | | | |
|  | | Faculty Contract | | | | |  | | | | | | |
|  | | **International: Please register on Risk Management Office Web site for insurance coverage.\*** | | | | | | | | | | | |
|  | | Recruitment | | | | |  | | | | | | |
|  | | Research | | | | |  | | | | | | |
|  | | Other (specify) | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Mode of Travel:** | | | | | | | | | | | | | | | |
|  | | Commercial Airline | | | | | | | | | | | |
|  | | Private Car (cannot exceed cost of coach airfare) | | | | | | | | | | | |
|  | | Ride with | | | | | | | | | | | |
|  | | University Vehicle | | | | | | | | | | | |
|  | | Driver | | | | | | | | | | | |
|  | | Passengers | | | | | | | | | | | |
|  | | Other (specify) | | | | | | | | | | | |
| **Signature of Traveler:** | | | | |  | | | | | | | | **Date:** |  | | | |
| **Dept Head or Authorized Representative Approval**: | | | | | | | | | | **Dean or VPAA Approval:** | | | | | | | |
| **Date**: |  | | | | | | | | | **Date**: |  | | | | | | |

INSTRUCTIONS:

1. Submit request form to Department Head, Dean, and/or VPAA as appropriate.
2. If travel is in relation to a workshop, conference or seminar, a copy of the brochure must be attached.
3. Policies on travel may be found in the Administrative Policies and Procedures document found on the OU web site.

10/01/09.jb **\*Go to OU Home Page: Faculty & Staff, Administration, Finance & Administration, Risk Management and Foreign Travel.**