

## TRAVEL AUTHORIZATION

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

**Travel Expenses:**

Budgeted travel must be pre-approved by the staff member's direct supervisor.  
 Unbudgeted travel shall be approved by the department Director and John Haynes.  
 Out of state travel should be approved by the supervisor and department Director.

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](#)