

Informatics Institute

Travel Authorization forms and trip details

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- Pre-travel authorization form
- Travel Funds
- Expense reports
- Posters
- Domestic travel
- Foreign travel
- Mileage

Travel Funds

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- Students are encouraged to apply for travel funds through the Office of Graduate studies.
- MUII student in good standing are eligible to apply for travel assistance.
- Students presenting podium presentations are eligible for up to \$1200 per academic year.
- Students presenting poster presentations are eligible for up to \$800 per academic year.

Travel Authorization

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- Used to reimburse **employees** for **travel** expenses
 - Expense Reports (ER) are created and approved online
- <https://fsprd.umsystem.edu/psp/prd/>
- Go to Employee self-service than Travel and Expense center, Expense report and create.

Pre-travel authorization form

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TRAVEL AUTHORIZATION FORM
MU Informatics Institute (MUII)
PRIOR AUTHORIZATION REQUIRED FOR ALL TRAVEL FUNDED BY MUII FUNDS

Student Name: ID #:		Conference name and Site:	
PURPOSE OF TRIP (spell out conference name):		DATE OF TRAVEL (FROM – TO)	
BUDGET: Complete items that will be paid directly by University funds and anticipated expenses for each expense type.			
Registration: <small>(Early Bird Required)</small>	\$	Lodging:	\$
Airfare:	\$	Meals:	\$
Transportation (including shuttle, taxi, subway):	\$	Parking:	\$
Mileage:	\$	Other:	\$
TRAVEL AGENT NAME:		ESTIMATED TOTAL: \$	
ACCOUNT NAME:		ACCOUNT (MoCode) NUMBER:	
COMMENTS:			

MUII Director's approval is required and must be obtained PRIOR to making any reservation	
Faculty Signature:	Date:
MU Director Signature:	Date:

Expense reports

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- Expense Reports (ER) can be prepared and approved from any computer with internet access
 - Status of travel expense transactions can be tracked online by traveler
- Faster reimbursements

Posters

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- Posters must be purchased through the university account (MUUI Pro-Card)
- Cost should not exceed \$75.00

Use of Delegates

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- An employee may delegate authority to prepare their electronic ER to another employee (may have one or multiple delegates)
- Fiscal approval for travel purposes may be delegated by assigning multiple employees on a particular DeptID or Department Node. Delegate for fiscal approval may also be assigned in T&E (one delegate and giving away your approval during that time)

Per Diems-DOMESTIC

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- Domestic meal allowances determined by hours in travel status
 - Less than 8 hours, \$0
 - 8 hours and less than 12 hours, \$21
 - 12 hours or more, \$42
- Requires an overnight stay

Per Diems (FOREIGN)

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- Foreign meal allowances according to U.S. Dept. of Defense guidelines
 - Foreign currency amounts that are entered in Expense Reports are converted automatically to U.S. dollars
 - ✦ No manual currency conversions required

Mileage

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- Columbia Regional airport is 26 Miles
- St. Louis Lambert airport is 250
- Kansas City airport is 300

Questions / Assistance

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- Questions can be directed to 241 EBW or call us at (573) 882-9007
- Tracy Pickens
 - pickenst@missouri.edu
- Robert Sanders
 - sandersrl@missouri.edu