

**MU Informatics Institute (MUII) Student Travel Authorization Form**  
**PRIOR AUTHORIZATION REQUIRED FOR ALL TRAVEL FUNDED BY MUII FUNDS**

Student Name, MU e-mail address & Student #:		Conference Name and Site:	
Paper Title and Authors' Names with Affiliations [must include copy of peer-reviewed papers/abstracts and any meeting acceptance messages]:		Travel dates (begin – end dates)  Have you applied other travel funds? (List all places you have tried)	
BUDGET: Complete items that will be paid directly by University funds and anticipated expenses for each expense type.			
Registration:	\$	Lodging:	\$
Airfare:	\$	Meals:	\$
Transportation (including shuttle, taxi, subway):	\$	Parking:	\$
Mileage (\$0.50 per mile):	\$	Other (please explain):	\$
TRAVEL AGENCY:		ESTIMATED TOTAL: \$	
ACCOUNT NAME:		ACCOUNT NUMBER:	
Office use only		Office use only	
COMMENTS (list available funds with MoCodes from your adviser and other funding sources):			

MUII Director's approval is required and must be obtained PRIOR to making any reservations.

Faculty Signature:	Date:
MUII Director Signature:	Date: