

Travel Guidelines

Modern Languages, Literatures, and Linguistics

MLLL requires all faculty to file a Pre-Travel Authorization Form for all travel (personal or business; funded or unfunded) that results in missing class time, office hours, meetings, or other University, College or Departmental obligations/responsibilities.

1. Prior to travel, download the **Pre-Travel Authorization Form** found on the <http://modlang.ou.edu/> website under *Faculty & Staff Forms*.
 - a. Email the fully completed Pre-Travel Authorization Form to M3LBudget@ou.edu and NTobin@ou.edu.
 - b. The Budget Rep will verify available funds and forward the request to MLLL Chair.
 - c. MLLL Chair will confirm funds, class coverage and purpose of travel. Further discussions may be necessary. If approved, the MLLL Chair will notify the Requestor and the appropriate staff members.
 - d. If assistance is needed, the Academic Services staff member will assist the traveler with CONCUR travel process prior to travel. Otherwise, you can book your flight, hotel, car and registration.
2. When you return from your trip you must submit an expense report within 45 days (or SOONER) to reconcile all your travel card purchases.
 - a. To begin your expense report in Concur, go to your active request, select the trip, click "Expense" in the far-right column.
 - b. Once all expenses have been added, SUBMIT your report for payment.
 - c. Please note any travel expense reimbursements submitted 120 days after the last day of travel will be taxed (STATE & FEDERAL). After 120 days, the reimbursement is considered income.
 - d. You will be required to fill out "120 Day Tax Form" indicating you understand the tax rules.

Apply for a Travel Card at http://www.ou.edu/purchasing/pcard/travel_card/index.html.

1. When applying for an OU Travel Card, send an email to Natalie Tobin ntobin@ou.edu. You will need Natalie's OU employee ID number to complete your application.
2. Take the short online training, fill out the application and submit to proadmin@hsc.ou.edu.
3. Print and sign the agreement to take with you when you pick up your travel card.
4. All GTA travel cards must be stored in the MLLL Front Office while not in travel status. Travel cards will be signed out before travel begins and then returned upon the completion of travel. We encourage MLLL Faculty to store their travel cards in the Front Office too.