

MLLL

Concur & Travel Pre-Authorization Request

PAPERLESS: Do **NOT** print.

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.

Please email with the subject line "Pre-Authorization" to ntobin@ou.edu and m3lbudget@ou.edu 30 days prior to your travel start date.

1) Personal

2) Business

3) Traveler Name: _____

4) Destination: _____

5) Expected Departure date & time: _____

6) Expected return date & time: _____

7) Purpose of Trip: Presenting Chairing a Panel Other

Please give details (paper/panel title, acceptance email or program with your paper/name).

8) List all classes/service work that will be missed and explain how those responsibilities will be covered.

9) How can you be reached during this time. _____

10) To be completed only for travel while on business.

MLLL Funding to be charged (MLLL Faculty Funds, Grant Funds, Fellowship Funds, ect.) _____

Please list other funding you have applied for or have access to (external funds, personal funds, other):

Estimated Travel Expenses:	Airfare:	\$ _____
	Public Transportation:	\$ _____
	Per Diem:	\$ _____
	Lodging:	\$ _____
	Registration:	\$ _____
	Mileage: _____ miles@\$_____ Mile=	\$ _____
	Local Transportation:	\$ _____
	Parking:	\$ _____
	Other: _____	\$ _____
	Other: _____	\$ _____
	Total estimated cost:	\$ _____
	Requested amount from MLLL Funds:	\$ _____