

Request for Authorization to Travel Using University Funds
Faculty Travel

I. Please provide the following information:

Name \_\_\_\_\_ Empl ID \_\_\_\_\_
E-mail \_\_\_\_\_

Dates on Travel Status \_\_\_\_\_ Destination(s) \_\_\_\_\_
Departure \_\_\_\_\_ 1 \_\_\_\_\_
Return \_\_\_\_\_ 2 \_\_\_\_\_
3 \_\_\_\_\_

Purpose of Travel
Attending conference on \_\_\_\_\_
Presenting paper \_\_\_\_\_ Not presenting paper \_\_\_\_\_
Conducting research on \_\_\_\_\_
Collections, resources, etc. available at
Dest 1 \_\_\_\_\_
Dest 2 \_\_\_\_\_
Dest 3 \_\_\_\_\_

Source of Funding
FY08 Departmental Travel and Research Allocation
Other Travel or Research Funds (documentation required)

II. Attach the following documents to this form:
Documentation of Conference Participation (if applicable)
Completed Leave Form
Verification of Funding, if required (must describe source, amount, purpose, and conditions of funding)

III. Place form and documents in the box near Cheryl's office marked REQUESTS.

IV. Pre-Payment of Airfare
If you are using a University-approved travel agency--either Uniglobe Travel Designers, 237-4488, or Uniglobe Precise Travel, 871-7701, you may request pre-payment of airfare. This request may be processed with the request for authorization to travel or after travel has been approved.

continued on reverse

Pre-Payment of Airfare, continued  
Procedure

- 1) If you are submitting both requests at the same time, complete Steps I, II, and III above.
- 2) Contact the Travel Agency, find departure and return flights that suit your schedule and budget and ask that they hold seats on those flights for you.
- 3) Ask the agency to send e-mail notification of the pending reservation to you and to [engbiz@osu.edu](mailto:engbiz@osu.edu).
- 4) When we receive this notification--**provided** we already have this form and all required documentation in hand, we will submit a request for authorization of travel and pre-payment of airfare. If travel has already been approved, we will request pre-payment of airfare.

V. Pre-Payment of Registration

Allowable conference registration fees may also be pre-paid. N.B. This process takes approximately two weeks. If your registration deadline is less than two weeks away, you should pay the fee directly and then request reimbursement after the conference.

Procedure

To request this pre-payment when you request authorization to travel to a conference, simply submit a completed conference registration form with the items listed in Step III.

To request this pre-payment after you have received that authorization, submit a completed conference registration form with a notation that travel has already been authorized.

VI. Signature

I understand that if the Department pre-pays either my airfare or my registration and I do not attend the conference, then I must repay the total amount paid on my behalf from my personal (not research) funds.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

VI. You will receive notification when your travel request has been approved.

