

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
AUTHORIZATION FOR OFFICIAL TRAVEL
FOR PERSONNEL IN ACADEMIC AFFAIRS UNITS**

Traveler's Name _____ Date of this Request _____
 Destination _____ Dates of Trip _____
 Primary Mode of Travel _____ Reason for Making Trip _____

Estimate of Cost: Air Transportation _____ Ground Transportation _____ Lodging _____ Meals _____ Registration _____ Miscellaneous _____ Total _____	Special Notes:
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Traveler's statement: "If university-controlled funds are accepted for this travel, I am aware of and fully responsible for following university travel policy. I certify that the travel is a part of my official and/or professional responsibilities. I acknowledge that I must gain approval of my supervisor for arrangements for official duties that will be missed."

Traveler Date

Approval of Expenditure and Guarantee of Funds:	Max. \$ Amt. for Reimbursement:	1st Acct. _____	Other Accts. _____
1st Acct. Name/No. _____	Auth. Signature/Date _____		
2nd Acct. Name/No. _____	Auth. Signature/Date _____		
Other Acct(s). Charged _____	Auth. Signature(s)/Date(s) _____		
		*Contracts & Grants Administrator	Date
*Signature required when travel is charged to contracts and grants			

Approval of Travel and Alternate Arrangements for Classes and/or other duties: _____
 Department Chair or Unit Supervisor Date

Travel Approved: _____
 Dean or Director Date

Travel Approved: _____
 Vice President Date

This form must be submitted for all official travel. This proposed travel is unauthorized until signed by the Provost or other appropriate senior university official for out-of-state travel. This form should be prepared as an original only. A photocopy, signed by the budget unit head, should be retained at the unit level. Units in the approval loop should keep a log of the process date of travel authorizations. The approved form should be returned to the budget unit head who then furnishes a copy to the traveler.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
ALTERNATIVE ARRANGEMENTS FOR OFFICIAL DUTIES
FOR PERSONNEL IN ACADEMIC AFFAIRS UNITS**

This form should be used by GTAs, part-time and full-time faculty, and professional staff to detail arrangements made for official duties missed by travel or other activities. The form should be submitted to the appropriate Department Chair. It should clearly explain arrangements that have been made to take care of classes, committee meetings, or other official duties that will be missed as a result of absence during the appointment term (e.g., academic year). If the absence is for official travel, an Authorization for Official Travel form should also be submitted with this request. Once approved, this form remains in the department/unit office with a copy returned to the individual.

Dates of Absence _____

Reason for Absence _____

Complete the following table for all official duties that will be missed as a result of the above absence

<u>Activity</u>	<u>Date and Time</u>	<u>Arrangements</u>
<u>Classes</u>		
<u>Other</u>		

Approval:

Department Chair