

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

**Traveler's Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_  
**Destination:** \_\_\_\_\_ **Dates of Trip:** \_\_\_\_\_  
**Primary Mode of Travel:** \_\_\_\_\_ **Reason for Making Trip:** \_\_\_\_\_

**Arrangements for Classes:** \_\_\_\_\_

|  |   |
|--|---|
| <b>Estimate of Cost:</b><br><br>Air Transportation<br><br>Ground Transportation:<br><br>Lodging<br><br>Meals<br><br>Registration<br><br>Miscellaneous<br><br>Total | <b>Special Notes:</b><br><br><br><br><br><br><br><br><br><br> |
|--|---|

**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."

|  |  |                           |
|--|--|---------------------------|
|  | _____<br>Traveler  | _____<br>Date             |
| <b>Approval of Expenditure and Guarantee of Funds:</b> | <b>Max. \$ Amt. for Reimbursement:</b> 1st Acct: _____ .Total Expenses                         | <b>Other Accts.</b> _____ |
| 1st Acct. Name/No. _____                               | Auth. Signature/Date _____   |                           |
| 2nd Acct. Name/No. _____                               | Auth. Signature/Date _____   |                           |
| Other Acct(s). Charged _____                           | Auth. Signature(s)/Date(s) _____   |                           |
|  | _____<br>*Contracts & Grants Administrator   | _____<br>Date             |
|  | *Office of Sponsored Program signature required when travel is charged to contracts and grants |                           |

**Approval of Travel and Alternate Arrangements for Classes and/or other duties**

|                         |  |               |
|-------------------------|--|---------------|
|                         | _____<br>Department Chair or Unit Supervisor | _____<br>Date |
| <b>Travel Approved:</b> | _____<br>Dean or Director                    | _____<br>Date |
| <b>Travel Approved:</b> | _____<br>Vice President                      | _____<br>Date |

**This form must be submitted for all official travel. This proposed travel is unauthorized until signed by the Dean (for periods up to 7 calendar days) or the Provost (for periods greater than 7 calendar days) or other appropriate senior university official for out-of-state travel. This form should be prepared as an original only. Units in the approval loop for travel should keep a log of the process. A photocopy, signed by the budget unit head, should be retained at the unit level. 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

| Activity       | Date and Time | Arrangements |
|----------------|---------------|--------------|
|                |               |              |
| <b>Classes</b> |               |              |
|                |               |              |
|                |               |              |
|                |               |              |
|                |               |              |
| <b>Other</b>   |               |              |
|                |               |              |
|                |               |              |
|                |               |              |
|                |               |              |
|                |               |              |

Approval:

\_\_\_\_\_  
Department Chair

For purposes of travel to UA System Board Meetings the signature of the Department Chair on this form is for purposes of approving appropriate coverage of classes in the event that the individual's absence causes classes to be missed. Final authorization for such travel rests with the Provost/EVP Academic Affairs.