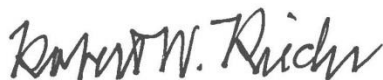


THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ACADEMIC AFFAIRS TRAVEL

- Number** 02.01.18
- Division** Academic Affairs
- Date** August, 2009
- Purpose** To ensure proper documentation, approval and record-keeping for employee travel.
- Policy** All travel by faculty, staff and students that is for payment by university funds must be approved by the proper university official. Academic deans, the Dean of Graduate Studies, the Dean of Students and the Academic Directors serve as the Provost's designee for the purposes of approving travel within their college or unit. These Deans and Academic Directors serve as the Provost's designee for the purposes of approving travel of faculty, staff and students within colleges/units for periods of less than seven (7) calendar days. Travel for longer period than seven days or to international locations will require approval by both the Dean and Provost.
- Following requirements pertaining to Board Rule 413 and for insurance purposes, a record of all international travel will be maintained by the Provost's office and provided to University Counsel at the end of each semester (including Summer). University Counsel will maintain the records.
- Procedures** Travel approvals will use the attached form, with appropriate explanation and documentation.
- Review** Academic Affairs will review this policy every five years or sooner as needed.

Approval



Chief University Counsel



Provost and Executive Vice President for Academic Affairs

APPROVED:

Robert A. Altenkirch

President

**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: _____

| Estimate of Cost: | Special Notes: |
|-----------------------|----------------|
| Air Transportation | |
| Ground Transportation | |
| Lodging | |
| Meals | |
| Registration | |
| Miscellaneous | |
| Total | |

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

Travel Approved: _____
 Department Chair or Unit Supervisor Date

 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 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 |
|----------------|---------------|--------------|
| Classes | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Other | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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.