

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.

OU funded travel requires VP approval **before purchasing any airfare with university funds.**

At least 30 Days prior to your travel, please email with the subject line "Travel Request" to nian.liu@ou.edu and ntobin@ou.edu with the information that follows:

1. Traveler Name: _____
2. Destination: _____
3. Expected Departure date & time: _____
4. Expected return date & time: _____

5. Purpose of Trip Presenting Chairing a Panel Other

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

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

7. How can you be reached during this time?

8. 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:	\$ _____	

PLEASE NOTE!

Before submitting this form, have you sent an email to nian.liu@ou.edu and ntobin@ou.edu with the information listed below 30 days prior to your travel?

Please see the highlighted portion above for more details on these requirements.

Please check each box that applies:

Mission Critical Business Purpose

Dates of Travel

Destination

Transportation

Lodging

Meals

Accessible Medical Care Facilities

International Travel

If this is international travel, have you registered at <https://www.ou.edu/travel?>

You can learn more about International Travel Registration & Review Policy [here](#).