MLLL Personal 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:

2.3.4.	Traveler Name:
5.	Please give details for purpose of trip:
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.	Is this international travel? Please check box if yes.
I <u>f</u>	you checked the box to the previous question, please proceed to number 9.

9. Have you completed the international travel registration at https://www.ou.edu/travel? Please check

You can learn more about the International Travel Registration and Review Policy here.

box if yes.