MU LIBRARIES REQUEST FOR TRAVEL/RELEASED TIME

Date of Request	Date of Departure for Meeting	Date of Return from Meeting	Date of Return to Work

Your Name:		**# of Leave Days Requested:**	
Destination (place):			
Purpose:			
Conference Name:			

Registration (select one)	
	Will you register and pay for registration yourself?
	Do you prefer that the Library Administrative Office register and pay for you? (Attach registration info.)

ESTIMATED COSTS: **APPROVALS:**

Transportation		Department Head			
Personal vehicle of miles x		# of Days Release Time Granted			
UMC Vehicle		Amount of Financial Support			
Airfare		Signature:_____			
Shuttle to Airport		Date:_____			
Airport Bus/Taxi		**Division Head**			
Airport Parking		Administrative Funding?		Yes	No
Hotel Parking		# of Days Release Time Granted			
Lodging		Amount of Financial Support			
Total Per Diem for Meals* Per day with less than 8 hrs = $ 0 Per day with 8 to 11.99 hrs = $ 21 Per day with 12 or more hrs = $ 42		Signature:_____ Date:_____			
Registration		**MU Libraries Fiscal Office**			
Other		Amount of Financial Support			
Total Estimated Cost		Signature:_____			
Amount You Are Requesting		Date:_____			

Meal per diem example: Leave town 3:00 pm, stay 2 nights in KC, arrive back 1:00 pm: Day 1 = $21 (3:00 pm - 12 midnight = 11 hours); Day 2 = $42 (24 hours); Day 3 = $42 (12 midnight – 1 pm = 13 hours) = Total per diem $105

For per diem: Include what meals are provided by the conference.

Turn in ALL RECEIPTS with Travel: Trip Expense Detail form after trip.

UM Travel Policy: https://www.umsystem.edu/oei/sharedservices/apss/travel_and_expense/per_diem_information

UM Meals per deim Policy: https://www.umsystem.edu/oei/sharedservices/apss/travel_and_expense/per_diem_information

Justification for Administrative Funding

Department Head Comments (optional)	Division Head Comments (optional)

For Admin use: Requesters travel fund balance prior to this request: _____

Revised: March 2017