

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):		Librarian / Archivist/ Staff:	
Purpose:			

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 / Rental 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*		Signature: _____	
Per day with less than 8 hrs = \$ 0		Date: _____	
Per day with 8 to 11.99 hrs = \$ 21			
Per day with 12 or more hrs = \$ 42			
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

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: Requester's travel fund balance prior to this request: _____

Revised: February 2018