

UNIVERSITY LIBRARIES REQUEST FOR TRAVEL/TRAINING

Request Date	Date of event / departure	Date of event / return	email completed form: muellislibraryrec2@missouri.edu
Your Name		EMPL ID	
City/State/Virtual		# of Leave Days Requested	
Name of Conference / Training		Librarian / Archivist / Staff	

UM Travel Policy: https://www.umsystem.edu/ums/policies/finance/allowable_travel_expenses

REGISTRATION		
	Will you register and pay for registration yourself?	
	Do you prefer that the Library Administrative Office register and pay for you?	
ESTIMATED COSTS		APPROVAL STAMP & COMMENTS
Registration		Department Head
Personal vehicle # of miles		
	-	
Rental Vehicle		
Rental vehicle gas		
Airfare & Luggage		
Airport Shuttle		
Airport Parking		Division Head
Hotel Parking		
Per Diem meals - Meals will be reimbursed on a per diem basis according to CONUS rates published by the General Services Administration https://www.umsystem.edu/oei/shareservices/apss/travel_and_expense/per_diem_information		
Lodging # of Nights		Fiscal Officer
Total Lodging Cost		
Other Cost		
Description of other cost. Notes from requestor.		
Amount Requested	-	Vice Provost
Requestor's previous travel this year. Notes from requestor.		
Updated 07/06/23		