Institute for Data science and informatics
Travel Authorization forms and trip details

- Pre-travel authorization form
- Travel Funds
- Expense reports
- Posters
- Domestic travel
- Foreign travel
- Mileage
Travel Funds

- Students are encouraged to apply for travel funds though the Office of Graduate studies.
- MUIDSI student in good standing are eligible to apply for travel assistance.
- Students presenting podium presentations are eligible for up to $1200 per year.
- Students presenting poster presentations are eligible for up to $800 per year.
Travel Authorization

- Used to reimburse **employees** for **travel expenses**
  - Expense Reports (ER) are created and approved online
    - [https://fsprd.umsystem.edu/psp/prd/](https://fsprd.umsystem.edu/psp/prd/)
  - Go to Employee self-service than Travel and Expense center, Expense report and create.
### Travel Request (Students)

**MU Institute for Data science and Informatics**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Date(s) of Travel</td>
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<tr>
<td>Destination(s)</td>
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<tr>
<td>Name of Meeting/Event</td>
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<tr>
<td>Dates of Meeting/Event</td>
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<td>Early registration (Yes, No)</td>
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<td>Did you apply for student volunteer or travel award?</td>
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<td>Purpose/Benefit to the University and Your Training/Professional Development</td>
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<td>Estimated Cost to be Charged to the University</td>
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<td>Source of Funding, including MoCode(s)</td>
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<td>($1200 for Podium and $800 for Poster Presentation)</td>
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<tr>
<td>Require email approvals for supplement funding outside MUII</td>
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<td>Will there be personal travel in conjunction with this trip?</td>
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<td>If so, please explain.</td>
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Note: Please spell out the names of conferences/organizations since many use acronyms. Attached the accepted papers with MUII affiliation.

**Email form:**

**TO:** Tracy Pickens, PickensT@missouri.edu

**Subject:** Travel Request

**Approved:**

<table>
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<tr>
<th>Advisor</th>
<th>Date</th>
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**Approved:**

<table>
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<tr>
<th>Chi-Ren Shyu</th>
<th>Date</th>
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Expense reports

- Expense Reports (ER) can be prepared and approved from any computer with internet access
  - Status of travel expense transactions can be tracked online by traveler
- Faster reimbursements
Posters

- Posters must be purchased through the university account (MUIDSI Pro-Card) if you are working with Kinko’s.
- Cost should not exceed $75.00
Use of Delegates

• An employee may delegate authority to prepare their electronic ER to another employee (may have one or multiple delegates)

• Fiscal approval for travel purposes may be delegated by assigning multiple employees on a particular DeptID or Department Node. Delegate for fiscal approval may also be assigned in T&E (one delegate and giving away your approval during that time)
Per Diems-DOMESTIC

- Domestic meal allowances determined by hours in travel status
  - Less than 8 hours, $0
  - 8 hours and less than 12 hours, $21
  - 12 hours or more, $42
- Requires an overnight stay
Per Diems (FOREIGN)

- Foreign meal allowances according to U.S. Dept. of Defense guidelines
  - Foreign currency amounts that are entered in Expense Reports are converted automatically to U.S. dollars
    - No manual currency conversions required
Mileage

- Columbia Regional airport is 26 Miles
- St. Louis Lambert airport is 250
- Kansas City airport is 300
• Questions can be directed to 241 Naka hall or call us at (573) 882-9007

• Tracy Pickens
  ○ pickenst@missouri.edu

• Robert Sanders
  ○ sandersrl@missouri.edu