



# COLLEGE OF BUSINESS

## Academic Conference Travel Approval Form

<b>TRAVELER INFORMATION</b>	
Traveler Name:	Today's Date: November 1, 2018
Department:	
Purpose of Travel:	
<b>CONFERENCE INFORMATION</b>	
Travel Dates:	
Location (city, state or country if foreign):	
Sponsoring Organization:	
Scope of Organization:	<input type="checkbox"/> Top academic association in discipline <input type="checkbox"/> National/international academic association or affiliate <input type="checkbox"/> Regional/local academic association <input type="checkbox"/> Other (specify)
Website URL (if available):	
<b>SESSION INFORMATION</b>	
Please attach sheets for the following information: <i>(check attached items)</i>	
	<input type="checkbox"/> Presentation or paper acceptance letter <input type="checkbox"/> Program/session information <input type="checkbox"/> Paper or abstract for presentation <input type="checkbox"/> Participation as track chair/session chair/conference officer <input type="checkbox"/> Other (specify):
Explain the significance of this activity in your research agenda and professional development:	
For foreign travel, explain the importance of this conference over conferences held domestically:	
<b>TRAVEL EXPENSE ESTIMATES</b>	
<i>(Please complete Concur Travel Expense itemization on next page)</i>	
Total Travel Expense from next page: \$	-
Amount of Funding Requested:	
Other Funding Sources: \$	-
<b>COLLEGE APPROVALS</b>	
Department Chair:	Approval Date:
Dean John Gamble:	Approval Date:
Approved Amount: \$	
Account Number:	
Comment:	

# Concur Travel Authorization Request

Please attach a copy of acceptance letter and a copy of the program

<b>Traveler's Name:</b>	
<b>Destination:</b>	
<b>Foreign Travel:</b>	Yes or No <span style="color: red; font-size: small;">If yes, please visit the website below for travel warnings and print <a href="http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html">http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html</a></span>
<b>Dates of Travel:</b>	
<b>Account Number:</b>	
<b>Purpose:</b>	
<b>Benefit:</b>	TAMUCC and CLBA will benefit through professional development, to keep credentials current and updated for accreditation purposes and for the benefit of the students.

**Per Diem Website:** <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Please print and attach to request

Lodging				TOTALS
<b>Per Diem Rate:</b>	\$ _____			
<b>Higher Lodging:</b>	Yes or No <span style="color: red; font-size: small;">*If yes, need Dean's approval</span>			
<b># of Nights:</b>	_____ X \$ _____ =	<i># of nights</i>	<i>hotel rate</i>	\$ _____
<b>Transportation</b>				<b>TOTALS</b>
<b>Airfare:</b>	\$ _____			\$ _____
<b>Taxi:</b>	\$ _____			\$ _____
<b>Rental Car:</b>	\$ _____			\$ _____
<b>Mileage:</b>	_____ X _____ =	<i>Mileage</i>	<i>Per Diem Rate</i>	\$ _____
<b>Meals</b>				<b>TOTALS</b>
<b>Per Diem Rate:</b>	_____ <i>Per day</i>			\$ _____
<b># of Days:</b>	_____ X _____ =	<i># of days</i>	<i>Per Diem Rate</i>	\$ _____
<b>Incidentals</b>				<b>TOTALS</b>
<b>Registration:</b>	\$ _____			\$ _____
<b>Other:</b>	_____			\$ _____

<b>Total Amount of Authorization Request</b>	
--	--

**NOTES:** All Receipts **MUST** be submitted even for meals!!  
 All receipts **MUST** indicate the method of payment.  
 If paid with a credit card then the last 4 digits of the credit card number should be reflected on the receipt.  
 Hotel receipts **MUST** reflect a \$0.00 balance.

Concur Routing	
<b>AR Creator</b>	
<b>Faculty Member</b>	
<b>Dept. Chair</b>	
<b>Bookkeeper</b>	
<b>Dean</b>	