

AUTHORITY TO TRAVEL and/or USE DEVELOPMENT FUNDS

Authorized travel must be approved in advanced by the appropriate Department Head or Principal Investigator, and Dean Administrative Officer. Additionally, all authorized travel requires advance approval by the applicable Vice President. In addition, the Office of the Comptroller must certify the availability of funds before any travel costs are incurred. Travel costs incurred without these approvals and the funds certification become the personal obligation of the individual traveler, and will not be reimbursed by the University. Therefore, under no circumstances should an employee travel without the proper authorization. (Howard University Travel Regulation dated March 11, 1985, Part 1. Paragraph C. 1.)

TO: Faculty Services Center DATE: _____

FROM: _____ PHONE: _____

1. TRAVEL: _____ and _____
Departure Date *Return Date*

2. ACTIVITY DATES: _____ thru _____
From *To*

3. LOCATION: _____

4. PURPOSE OF TRAVEL:
(Attach Support Documentation)

5. ESTIMATED EXPENDITURES: (Enter U.S. Dollar Amount)

Transportation _____ OR _____
Roundtrip Airfare *Estimated Roundtrip Auto Mileage*

Lodging _____ (\$100 per day limit)

Meals _____ (Daily per diem of \$71 except first and last day at \$53.25)

Miscellaneous _____ (Taxi fare, Registration Fees, Tips, etc.)

Special Request _____ (Rental Car, Insurance) Complete Justification Below

TOTAL _____

SPECIAL REQUEST JUSTIFICATION:

6. USE DEVELOPMENT FUNDS UNRELATED TO TRAVEL: _____ (AMOUNT)

UNRELATED TRAVEL FUNDS EXPLANATION OR OTHER COMMENTS:

7. ACCOUNT: FACULTY _____ OTHER: _____

DO NOT WRITE IN THIS AREA

RECEIVED: _____
Date

FUNDS CERTIFICATION:

Date: _____ Available: _____ Used: _____

Outstanding travel issue: YES NO

COMMENTS: _____

ACCOUNT NAME: _____ ACCOUNT NUMBER: _____

APPROVING AUTHORITY: _____ DATE: _____

Approved Disapproved Conditional Approval

COMMENTS: _____

INSTRUCTIONS:

- 1. Authority to travel for national travel must be requested and approved no later than 20 business days prior to travel. International travel requires 30 business days prior to travel. All other development fund requests should be submitted at least 15 business days prior to purchase or event.**
2. The form should be completed and submitted to Faculty Services Center for verification of funds availability and other applicable comments. Provide all information regarding travel such as registration form, hotel information, etc.
3. Once approval from the Dean of the School of Law is received, Faculty Service Center will prepare the Travel Authorization form, obtain all necessary signatures and send it to the Office of the Controller.
- 4. A settlement report must be completed online through Concur Solutions within ten (10) days after the date of Travel.**
5. It will be responsibility of the faculty to check with the Cashier's Office the status of travel funds. For information regarding the status of your settlement, call the Accounts Payable Department (6-2324).