

ST LOUIS COLLEGE OF PHARMACY - TRAVEL AUTHORIZATION FORM

Name _____ Date _____

Department/Division _____

Travel Timeframe: _____ Date started: _____ Date ended: _____

Destination or localities (city, town, etc.) _____

Purpose _____

Name(s) of organization(s) or individual(s) visited: _____

Name(s) of all individual(s) traveling from College: _____

Business purpose for multiple individuals attending: _____

Meals covered by registration fee: _____

Utilizing negotiated conference hotel rate: _____ Yes _____ No

If yes, negotiated conference hotel rate: _____ Amount

Estimated cost of trip, including registration: _____ Amount

Per Diem Information: _____ Check here if attached. Required information.

Travel Authorization:

Requestor

Signature _____ Print Name _____ Title _____ Date _____

Approver

Signature _____ Print Name _____ Title _____ Date _____

If estimate \$1,000.00 or above:

Dean/VP/Pres. Staff

Signature _____ Print Name _____ Title _____ Date _____

If estimate \$2,500.00 or above:

CFO

Signature _____ Heather Flabiano _____ VP, Finance & CFO
 Signature _____ Print Name _____ Title _____ Date _____

If estimate \$10,000.00 or above:

President

Signature _____ John A. Pieper _____ President
 Signature _____ Print Name _____ Title _____ Date _____

**St. Louis College of Pharmacy
Travel Authorization Form Instructions**

NOTE:

To assist in estimating the cost of the trip, please visit the appropriate website to review the per diem rate for your destination. The noted website will provide the allowance for lodging (excluding taxes), meals, and incidentals.

Per Diem Rate Information for:

Continental United States: www.gsa.gov/portal/category/100120

Non-foreign Rates (Alaska, Hawaii, Puerto Rico, and Guam): www.defensetravel.dod.mil

Foreign Travel: aoprals.state.gov

Traveler's allowed to stay at the conference hotel as long as the traveler is taking advantage of the conference hotel rate.

For all non-conference travel lodging maximum reimbursable amount is the actual United States Government lodging per diem rate for the locality, plus an additional 20%. An exception may be requested for certain rural areas.

The maximum amount the College will reimburse for meals is the per diem rate for the locality. The College will only reimburse up to 75% of the per diem rate on the first and last day of travel except under certain circumstances (i.e., traveler is taking an unusually early or late flight and will be traveling the majority of the day).

All expenses must be substantiated by detailed receipts.

A copy of the per diem information for your destination should be attached to the travel authorization form.

For additional information regarding travel guidelines and allowable expenses, please see College Travel Expense policy.