

DEDMAN COLLEGE TRAVEL INFORMATION

INSTRUCTIONS:

1. At least 10 days prior to commencement of travel, complete and submit the Travel Authorization Section of SMU Travel Report form and this Dedman College Travel Information form. Failure to do so may jeopardize funding for the trip.
2. If traveling on departmental and/or Dedman College funds, please read the Dedman College Travel Policy printed on the back of this page.
3. If traveling on other funds (grant, Chair account, research account, or other personal account) please comply with the general SMU travel policy. ([http://smu.edu/policy/S3/Policy3.7TravelManagement\(010110\).htm](http://smu.edu/policy/S3/Policy3.7TravelManagement(010110).htm))
4. International travelers must attach copy of ACE insurance coverage (<http://www.smu.edu/BusinessFinance/PoliceAndRiskManagement>).

TRAVELER'S NAME

DEPARTMENT

Tenured Tenure-Track Staff Student Other

Reason for trip (research, meeting participant, presenting paper, etc.):

Estimated Expenses (conference registration, hotel, airfare, ground transportation, meals):

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I have no other funding

Source of Funding:

<u>Org #</u>	<u>Amount</u>	<u>Budget</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
	<hr/> <hr/>	TOTAL University Funding Requested

APPROVAL SIGNATURES REQUIRED:

Traveler	Department Chair	Associate Dean
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Prior to submitting the final Travel Expense Report, please make sure you have included/completed the following:

1. ORIGINAL ITEMIZED RECEIPTS (includes airline boarding passes).
2. All receipts must be secured with tape on all four sides to an 8 1/2 x 11 sheet of paper.
3. Traveler and Department Chair signatures.
4. International Travel: Copy of credit card activity with exact exchange amounts, exchange rate receipt or online exchange rate for dates of travel (<http://www.oanda.com/currency/converter>)