

CIS Student Travel Pre-Authorization Form

Please contact Angela McDermott, the CIS Department Coordinator, at amcdermott@towson.edu with any questions, or if you need assistance completing this form.

* This form will record your name, please fill your name.

Student or Student teacher

Have you received a contract to teach a class within the past 6 months? *

Yes

No

Link to Stratus

Follow this link to make Angela McDermott a delegate in Stratus.

<https://www.towson.edu/financialservices/accountspayable/documents/stratus-financials-expenses-manage-delegates.pdf>

Presenting a paper?

Are you presenting a paper? *

Yes

No

Not presenting a paper

Please contact your sponsor or supervisor to request approval. You must receive approval before continuing with this form.

Please upload a screenshot confirming that your sponsor has approved that you are not presenting a paper. *

 **Upload file**

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Help Section

Business Travel Office: <https://www.towson.edu/financialservices/travel/>

Student Traveler Information

Student Name *

Please enter your full name (i.e., John Doe)

Student Address *

Where reimbursement will be sent

Student TUID# *

(i.e., 1234567)

Please enter at least 7 characters

Student TU Email Address *

(i.e., jdoe1@students.towson.edu)

Please enter an email

Home Department *

- CIS (Computer and Information Sciences)
- All other departments

All other departments

This form is only for the CIS (Computer and Information Sciences) Department.
Please use your department's designated travel form if you are not part of CIS.

Colleges & Departments: <https://www.towson.edu/academics/departments/>

Trip Information

Is this an international trip? *

Yes

No

Upload Form

Please upload an approved copy of your "International Travel Request & Waiver form here. *

The DocuSign form can be found in the following link:

<https://powerforms.docusign.net/be63c478-69d8-4d5f-b5da-61a78d1c226c?env=na3&acct=6c86146e-eb74-4715-93d9-b5f39e4db265&accountId=6c86146e-eb74-4715-93d9-b5f39e4db265&recipientLang=en>

↑ **Upload file**

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Trip Information

Destination *

Address of the conference

What is the name of the conference? *

Purpose of Travel *

Paper Presentation

Professional Development

Other

Tentative Departure Date *



Tentative Return Date *



Estimated Expenses

If a question does not apply, put 0 for amount.

Registration Amount *

(e.g., 123.45 is \$123.45)

The value must be a number

Hotel Estimate *

(e.g., 123.45 is \$123.45)

The value must be a number

Airfare Estimate *

(e.g., 123.45 is \$123.45)

Taxi, Bus, Metro Estimate *

(e.g., 123.45 is \$123.45)

Meals Estimate *

Meals are based on Per Diem Rates - Standard rates per day are \$63.00 and high-cost rates per day are \$68.00. Receipts for meals are notrequired. International rates vary. Please see the Business Travel Office page under "Meals (Over Night Travel) for international meal rates." (for example 63.00 is \$63)

If meals are provided by the event, you will not be reimbursed for those meals. The Business Travel Office will verify whether meals were included.

Meals (Over Night Travel) link:

[https://www.towson.edu/financialservices/travel/#:~:text=Meals%20\(Overnight%20Travel\)](https://www.towson.edu/financialservices/travel/#:~:text=Meals%20(Overnight%20Travel))

Parking Estimate *

(e.g., 123.45 is \$123.45)

Toll Estimate *

(e.g., 123.45 is \$123.45)

Personal Vehicle Mileage Cost Estimate *

A Google Map will be required as documentation of miles traveled when submitting your expense form once you return from your trip. The rate as of Jan. 1, 2026, is 72.5 cents per mile. (for example 100.00 is \$100)

Miscellaneous Expenses - *Please Explain* *

(e.g., visa fees: 123.45, data plans: 123.45)

Faculty member sponsoring you *

Upload your Paper Presentation Acceptance letter *

A screenshot of the conference showing location and date details & any other travel booking confirmations

 **Upload file**

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Did you receive GSA or OURCI funding for this trip? *

GSA - Graduation Student Association

OURCI - Office of Undergraduate Research and Creative Inquiry

Yes

No

GSA/OURCI Funding

The Graduate Student Association (GSA) provides fiscal support for graduate students to conduct scholarly projects, engage in professional development, and attend professional meetings.

The Office of Undergraduate Research and Creative Inquiry (OURCI) also offers grants that provide rising juniors and senior students with an opportunity to pursue advanced undergraduate research projects during the 12 weeks of the summer months, with or without credit.

Please upload a copy of the email you received from the GSA or OURCI confirming your funding.

 **Upload file**

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Enter amount or funding awarded by the GSA or OURCI *

(e.g., 123.45 is \$123.45)

Have a great trip!

Please be sure to collect all detailed receipts for expenses during your trip!

Notes or additional information

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

