

 **Request for Short-Term Inter-Campus Travel**

Per the University [Policy on Short-Term Inter-Campus Travel](file:///C%3A%5CUsers%5Cldorsey2%5CDownloads%5CTBD), all requests for travel to/from the Madrid Campus are to be submitted on this form by the governing academic dean or vice-president to [provost@slu.edu](file:///C%3A%5CUsers%5Cldorsey2%5CDownloads%5Cprovost%40slu.edu). As noted below, requests may not be submitted until the governing academic dean or vice-president has prioritized the request in the context of other extant and planned requests from the same unit.

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**Proposed Travel Details**

|  |  |  |
| --- | --- | --- |
| **Travel Type** | **Depart on…** | **Return on…** |
| [ ]  St. Louis-to-Madrid Travel[ ]  Madrid-to-St. Louis Travel | Click or tap to enter a date. | Click or tap to enter a date. |

**Requested Traveler(s)** *(add additional rows as necessary)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **First Name** | **Last Name** | **Home Academic or Administrative Unit** | **Home Campus** |
| **1** |  |  |  | [ ]  Madrid Campus [ ]  St. Louis Campus |
| **2** |  |  |  | [ ]  Madrid Campus [ ]  St. Louis Campus |
| **3** |  |  |  | [ ]  Madrid Campus [ ]  St. Louis Campus |

**Travel/Work Coordination**

**Identify below who on the “host” campus has agreed to support the travelling employee(s) for personal and/or professional assistance if/as needed. This person is expected to inform all impacted host campus colleagues of the travel plans to ensure proper planning.**

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|  |

**Address below if and how this travel request has been coordinated with any other request from an employee(s) reporting to the same dean or vice-president.**

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|  |

**Rationale for Requested Travel**

**Describe *briefly* the proposed travel. Address which employees from both campuses will be involved, and in what ways/to what extent.**

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**Which *specific criteria* warrant the proposed travel?**

Check below which criteria for travel prompt this request; check all that apply. For each checked criterion, provide an explanation clarifying why the specific work to be accomplished necessitates the proposed travel.

|  |  |  |
| --- | --- | --- |
|  | **Criteria Warranting Proposal to Travel** *(check all that apply)* | **Explanation/Details** *(required for each box checked)* |
|[ ]  Reasonable efforts to allot additional time for inter-campus work fail to significantly mitigate or eliminate the need for travel to/from Madrid. |  |
|[ ]  The time zone difference between St. Louis and Madrid significantly inhibits or fully prohibits the ability of colleagues to complete required work by necessary deadlines. |  |
|[ ]  The limitations of SLU’s video-conferencing and related technologies substantively inhibit or prohibit the successful completion of necessary work by required deadlines. |  |
|[ ]  The initiating or development of an inter-campus relationship(s) is so significant to the success of the work of selected inter-campus employees that in-person engagement is warranted. |  |
|[ ]  The nature of the inter-campus work includes hands-on training/instruction that requires, either legally or practically, the physical presence of the St. Louis employee(s) on the Madrid Campus (or vice versa). |  |
|[ ]  The educational and/or operational returns anticipated as a result of the travel warrants the proposed investment of SLU’s limited human and fiscal resources. |  |

**Estimated Travel Costs**

**In the table below, provide costs estimates for each travel expense category. Estimates should be based on research conducted for the specific proposed travel dates.**

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Total Cost (Estimate)** | **Notes** |
| **Airfare**  |  |  |
| **Other Transportation** |  |  |
| **Lodging** |  |  |
| **Meals** |  |  |
| **Other**  |  |  |
| **Total** |  |  |

**Dean/VP Statement of Priority**

Not every request for travel to/from Madrid will be approved (and/or approved exactly as requested). Requests submitted to the Provost for approval must already have been prioritized for the Provost’s consideration by the dean or vice-president overseeing the employee(s) for whom this travel request is submitted. The “Statement of Priority” below documents that such prioritization has occurred in advance of the submission of this form.

|  |  |  |
| --- | --- | --- |
|  | **Statement of Priority** | **Notes** *Include reference to any other proposed or approved inter-campus travel with which coordination was considered (or should be considered by the Provost)*  |
|[ ]  I have considered this proposal in the context of all other extant and planned proposals from employees in my unit and have prioritized it in support of the Provost’s consideration. |  |

**Dean/VP Approval**

|  |  |  |
| --- | --- | --- |
| **Approvals** | **Name** | **Date of Approval** |
| [ ]  Governing Academic Dean[ ]  Governing Vice-President |  | Click or tap to enter a date. |