

TO: PRINCIPAL INVESTIGATORS AND INTERESTED RESEARCH FACULTY
FROM: RALPH BROWN, DIRECTOR OF RESEARCH ADMINISTRATION

SUBJECT: TRAVEL AUTHORIZATION FORM PURPOSE AND JUSTIFICATION

This is a reminder of the importance of providing a detailed explanation of the purpose of travel for all travel authorization forms relating to sponsored project funds.

Charges to sponsored projects should provide adequate documentation that the travel is required to carry out the objectives of the sponsored project. It is especially important to provide the title of papers presented or the content of lectures given.

Accordingly, it is required that the Purpose and Justification of Travel section of the travel authorization/travel expense form contains a detailed explanation of how the travel relates to or benefits the specific sponsored project. **Conferences and meetings need to be identified by name, not with acronyms.**

The following are examples of adequate justification language.

Example 1:

To attend the Canadian Geotechnical Conference and present a research paper on the "Risk Assessment in Geotechnical Engineering". The traveler is employed by the grant and the presentation at the meeting is directly related to the grant project which is entitled "Unconventional Resources and Petroleum Geomechanics".

Example 2:

Traveler is an invited speaker at the Fuel Cell Seminar and Exposition. Presentation entitled "High Temperature (MCFC/SOFC) Research and Development, and Fuel Processing". The research grant project concerns the chemistry and physics of direct electrochemical oxidation of solid oxide fuel cells.

Example 3:

Perform geological survey work in Oklahoma at the Postle Field site. This is the purpose of the research project.

Please share this memorandum with anyone involved in preparing and submitting travel authorization forms for your travel. If you have any questions regarding the matter, please feel free to contact me at Ralph.Brown@is.mines.edu or 3538. Thank you for your cooperation.