

SIGNATURE REQUEST FORM / COVERSHEET

This document is required for Dean's Office or VP Designee Signature Requests

Contact Name:

Date Submitted:

Contact Phone#:

Contact e-mail:

Department:

Name on Document:

PURPOSE OF DEAN'S OFFICE APPROVAL

Travel Authorization: **ALL AUTHORIZATIONS MUST INCLUDE THE FOLLOWING DOCUMENTATION:**

- ❖ Detailed business purpose: **Attending a conference is NOT adequate, please explain how it benefits VCU**
- ❖ Supporting Documentation that shows the dates of the event: (invitation, conference program/agenda)
- ❖ Per Diem Rate Sheet - DON'T FORGET - Use 2012 Rates!

Authorization for Department Chair or SOM Dean

International Travel: Including Alaska, Hawaii, Puerto Rico, Canada and Mexico

Group Travel: FOUR or more employees from the same department

Memo with detailed explanation of the business purpose AND justification for multiple attendees

- Individual Travel Authorizations are required and requests must be submitted together
- Please list attendees on the memo with the total of the Authorization and Source of Funding

Lodging Exception: Lodging exceeds 200% of Base Rate

Memo with business justification and local funding source for the overage

Travel Exceeds \$5000

Travel/Expense/Meal Reimbursements:

Reimbursement for Department Chair or SOM Dean

Business Meal over 150% or Alcohol Expenses included

Business Meal Calculator attached with DETAILED receipt and business purpose

- **Having a business meeting is not an adequate purpose** - You must include what was discussed in general terms and a list of the attendees.

Late reimbursement Request (Over 60 days)

Must include a memo with explanation for the late submission as well as corrective action

Travel reimbursement exceeds 10% of original authorization amount

Must include a memo with explanation

Other:

Honorarium: **Include business purpose**

In-Band Adjustment / Award: **Include copy of latest employee evaluation**

Moving and Relo: **Include offer letter**

Parking Request: **Include explanation/business purpose**

Contract/Agreement

Fixed Price Agreement

Not Listed: _____

OFFICE OF FACULTY AFFAIRS

Deliver to Andrea Poyette or Ann Setien Room 1-055

PLEASE DO NOT LOG IN DEAN'S OFFICE

Immigrant Petition

Faculty Verification

Staff Privileges

Faculty Overload

FOR DEAN'S OFFICE STAFF USE: Notified Email/ Phone Date: _____ SIGNED Fixed Agreement Sent to RA

Returned: **Detailed Justification/Explanation Required on ALL Memos and Travel/Reimbursement Documentation.**

JUSTIFICATION MEMO REQUIRED: ___ Group Travel ___ Lodging ___ Late (over 60) ___ Reimburse exceeds TA

Per Diem Rate Sheet Travel Authorization Dean's Office Signature NOT Required

MCVP TA Required Source of Funds incomplete Conference Registration/Invitation Required

Foreign Travel Certificate COVERSHEET REQUIRED Business Meal Calculator Required

OTHER: