

NOA Form - for Faculty to use when anticipating Travel

Music Faculty Travel Account: 11-0783154-62

Name: _____
Last First

What the Travel is for (brief description)

When the Travel is happening (mm/dd/yy – mm/dd/yy)

Where is your destination (School, City, State, etc.)

Funding type: 1. Self (no reimbursement) 2. CBA (allocated funds) 3. Travel Voucher w/ receipts for reimbursement

Type 1: SELF FUND. No further information required

Type 2: CBA CARD. Keep/photograph receipts used with the Citi card management site. Do not overspend.

Type 3: TRAVEL VOUCHER What is your trip estimate?

How much do you estimate for reimbursement?

FOREIGN TRAVEL. Please use a Request for Foreign Travel Form, Dept. and Provost approval needed.

Supervisor Signature, Director of the School of Music Date

Please give a copy or email a copy of the filled NOA form to the School of Music Administrative Associate.
FAC 202 Music Office / ssimpson@wtamu.edu

Notification of Absence

A notification of absence (NOA) must be completed and submitted for all university travel when expenses will be reimbursed to the traveler by West Texas A&M University. A purchase requisition NOA is required to be completed, signed, and submitted prior to travel. For travel that will not be reimbursed by the University, no NOA is required; however, the direct supervisor must be notified.

All foreign travel at West Texas A&M University will require completing a Request for Foreign Travel Form, approved by the Department and the Provost's Office. This must be completed, along with the NOA, a month prior to the travel.