

# Out of State Travel Request Checklist

Name: \_\_\_\_\_

Travel Location and Dates: \_\_\_\_\_

The attached Out of State Travel Request was received and has been checked and includes the following required items:

\_\_\_\_\_ ***Out of State Travel Request*** (revised form)

\_\_\_\_\_ ***Application to be Away from Assigned Duties*** form, (if used in your college)

\_\_\_\_\_ Office of Research and Grants application request for grant funding (if applicable, **Box 132**)

\_\_\_\_\_ Academic Affairs ***Request for Faculty Development Funds*** form (if applicable)

\_\_\_\_\_ Conference/Trip information

- brochure/invitation (name of conference required)
- title of paper being presented **(required)**
- proof of presentation acceptance (agenda, letter or email acceptance) **(required)**
- name of co-presenter (if applicable)
- lodging
- registration rates

\_\_\_\_\_ Airline itinerary from approved travel agency

- **if ticket is being purchased through another agency, quote from state agency is still required.**

\_\_\_\_\_ If using private vehicle in lieu of purchasing airline ticket,

- an airline quote from approved travel agency **and**
- map quest mileage print out is required.
- reimbursement rate is \$.55 per mile.

\_\_\_\_\_ Lodging: requisition number if using purchase order; or estimate of lodging expenses.

\_\_\_\_\_ Registration: requisition number if purchase order is to be completed out of Dean's travel org; or copy of pre-payment form if using a procard, plus all registration documentation

\_\_\_\_\_ Faculty allocation amount requested from Dean's office funds (if applicable)

\_\_\_\_\_ Departmental org number and amount to be charged (if applicable)

\_\_\_\_\_ Appropriate Signatures on all forms

**Please remember:**

**Out-of-State Travel requests need to be submitted at least 21 days prior to your trip.**