

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** 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)
- 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 \$.50 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