

# 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)
  - 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
  - a map quest mileage print out is required.
  - reimbursement rate is \$.555 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:**

No more than 5 faculty members (and students) from the university can attend the same conference/meeting without prior approval from the Provost and President.