

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 applicable to your college)

_____ Office of Research and Sponsored Programs request for travel 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 and student presenters (if applicable)
- lodging
- registration rates

_____ Airline itinerary from approved travel agency

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

_____ If using private vehicle in lieu of purchasing airline ticket, include:

- an airline quote from approved travel agency
- map quest mileage print out
- reimbursement rate

_____ Lodging: Include the requisition number if using a purchase order, or the last 4 numbers of a pcard and cardholder's last name, or an estimate of lodging expenses.

_____ Registration: Include the requisition number if a purchase order is to be completed out of the Dean's travel org, or a copy of the pre-payment form if using a pcard, as well as 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 note:

Out-of-State Travel requests should be submitted at least 21 days prior to the travel start date.