

CEPS 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.
- _____ Office of Research and Sponsored Programs' **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 and student presenters (if applicable)
 - lodging
 - registration rates
- _____ Airline itinerary from approved travel agency.
- _____ 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 last 4 numbers of procard and cardholder's last name, 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 are on all forms.

Please Note: Out-of-State Travel requests must be submitted 21 days **prior** to the trip.