

# Out-of-State Travel Pre-approval Form

First Name

Last Name

Department

Purpose of Trip:

Yes	No

- Is this travel essential & necessary for you to perform your duties?
- Are you a conference presenter or panelist?
- Could the business be accomplished through other means (teleconference, videoconference, etc.)?
- Are there alternative sites closer to campus that would result in lower travel costs?
- In the case of travel to an event, is it necessary for more than one employee from a division to attend?
- Could the information, instead, be shared with colleagues by the person who was authorized to attend?
- Could the trip be postponed or canceled?

What is the fiscal consequence of postponing or canceling the trip?

Departure date:

Return date:

Destination:

City, State / Country:

Are there others from UWSP attending this event?

 Yes  No

If Yes, list names:

Fund

Dept ID (Account)

Fleet Vehicle being used?

 Yes  No

**Total Trip Cost** (Include registration, airfare, train, car rental, fleet vehicle, meals, lodging, mileage and incidentals such as taxi, parking, telephone, etc.)

Costs already incurred:

OR

Print the form and obtain signatures in the area below.  
After all authorizations have been obtained, please forward the completed form to the employee traveler.

These signature areas are for printed approval only:

Approval of Supervisor/Chair

Date

Approval of Provost or Vice Chancellor

Date