



# Out-of-State/Out of Country Travel Request & Authorization

To be completed for student travelers

Do not use for non-employees with travel included on a Personal Service Contract

**Forward to Supervisor/President at least 10 DAYS Prior to Departure**

<b>1. TRAVELER:</b>		<b>2. DEPARTMENT:</b>	
<b>3. PERKINS:</b>	<b>STUDENT ACTIVITIES:</b>	<b>4. ORG CODE:</b>	
<b>5. DESTINATION:</b>			
<b>6. EXPECTED EXPENDITURES:</b>		<b>7. MODE OF TRAVEL</b>	
Transportation	\$ _____	State Auto	Rental Car
Meals	\$ _____	Private Auto	Bus
Lodging	\$ _____	Commerical Plane	Other
Registration Fee	\$ _____	State Plane	
Incidental Expenses	\$ _____		
<b>TOTAL: \$ _____</b>			
<b>8. DATE OF DEPARTURE:</b>		<b>9. DATE OF RETURN:</b>	
<b>10. PURPOSE AND JUSTIFICATION OF TRAVEL:</b>			
<b>11. SIGNATURE OF STUDENT</b>		<b>12. CLUB ADVISOR'S APPROVAL SIGNATURE</b>	
<b>13. DEAN/DIRECTOR/ASSOCIATE VP SIGNATURE</b>		<b>14. DEPARTMENT VICE PRESIDENT SIGNATURE</b>	
<b>15. REMARKS:</b>			
<b>16. SIGNATURE OF PRESIDENT (Out-of-State, Out of Country Travel)</b>			
<b>17. FINANCIAL SERVICES SIGNATURE (Accounting Specialist)</b>			