

**UW EXTENSION  
OUT-OF-STATE TRAVEL APPROVAL REQUEST**

TRAVELER'S NAME \_\_\_\_\_  
 DESTINATION \_\_\_\_\_  
 PURPOSE OF TRIP \_\_\_\_\_  
 DATE OF DEPARTURE \_\_\_\_\_ DATE OF RETURN \_\_\_\_\_  
 ESTIMATED COST \$ \_\_\_\_\_

Fund	Department	Program	Project/Grant

**Other People Attending**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Yes \_\_\_\_\_ No \_\_\_\_\_ Is this travel essential & necessary for you to perform your duties?
- Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Are you a conference presenter or panelist?
- Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Could the business be accomplished through other means (teleconference, Videoconference, etc)?
- Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Are there alternative sites closer to campus that would result in lower travel costs?
- Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ In the case of travel to an event, is it necessary for more than one employee from a division to attend?
- Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Could the information, instead, be shared with colleagues by the person who was authorized to attend?
- Yes \_\_\_\_\_ No \_\_\_\_\_ Could the trip be postponed or canceled? What is the fiscal consequence of postponing or canceling the trip?

**Please attach additional justification if necessary.**

SIGNATURE OF  
TRAVELER \_\_\_\_\_

Approved

Not Approved

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Approved

Not Approved

\_\_\_\_\_  
Dean or Division Head

\_\_\_\_\_  
Date