



# Out of State Travel Approval Request

Revised November 23, 2009

For form revisions, contact Financial Services

Location: [http://www.4j.lane.edu/files/forms/finsvc/4j\\_finsvc\\_out\\_of\\_state\\_travel\\_approv\\_request.pdf](http://www.4j.lane.edu/files/forms/finsvc/4j_finsvc_out_of_state_travel_approv_request.pdf)

## USER INSTRUCTIONS

**Form Purpose:** Use this form to submit out of state travel request for approval.

**How to Complete this Form:** Fill out this form on-line and then print it. Alternately, print this form and complete it by hand.

**How to Submit this Form:** Submit a hard copy of this form.

**Where to Send this Form:** Send completed form to the Chief Academic Officer or the Superintendent.

**Deadline:** This form must be received and approved in advance of incurring the requested expenditure(s).

**Additional Information:** Out of state travel should be preapproved by the Chief Academic Officer/Superintendent. Request should include information on air travel, hotel, car rental and funding source. Budget authority should be transferred in advance of travel.

## EMPLOYEE INFORMATION

Name:

Date:

## FUNDING:

Funding Source:

## TRAVEL DETAILS:

**Destination:**

**Purpose of travel/how does this contribute to the achievement of the Board, Superintendent and instructional goals?**

**Date(s):**

## PROJECTED EXPENDITURES:

	AMOUNT
Registration	\$
Lodging	\$
Airfare	\$
Car Rental	\$
Personal Vehicle Mileage:	\$
Meals	\$
Other (please specify)	\$
<b>Total Request for out of state travel</b>	<b>\$</b>

## APPROVAL

Administrator/Supervisor signature:

Date:

Print or type Administrator/Supervisor name:

Chief Academic Officer/Superintendent signature:

Date: