

# UW-PARKSIDE OUT-OF-STATE TRAVEL PRE-APPROVAL REQUEST

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

Department Name	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 provide an attachment to amplify on your response.

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

Approved  Not Approved

\_\_\_\_\_  
 Department Head / Chair Date

Approved  Not Approved

\_\_\_\_\_  
 Dean Date

Approved  Not Approved

\_\_\_\_\_  
 Chancellor / Provost / Vice Chancellor Date