

## **Out of State Travel Approval Form Instructions**

The Out of State Travel Approval Form is used to obtain authorization for travel out of state on GPR funds. The form is a fillable PDF and must be completed and signed by the traveler, supervisor and Dean/Director and included in the e-Reimbursement envelope with travel receipts.

Prior to approving out-of-state travel on GPR, the following factors should be considered:

1. Is the travel essential and necessary for the employee to perform his/her duties?
2. Could the travel be postponed or cancelled? What is the fiscal consequence of postponing or canceling the trip?
3. Could the business be accomplished through other means (teleconference, videoconference, etc.)?
4. Are there alternative sites closer to the institution where the business could be conducted that would result in lower travel costs?
5. 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?
6. Will the travel advance the University's mission in an important way?