

Interim Out of State Travel Exception

Due to budgetary restraints, UW Administration has initiated an Interim Travel Exception Request procedure required for use for travel outside of the state of Wisconsin. This is in effect until further notice.

To comply with the procedure, travelers should complete this form to approve travel during this interim period. Travelers should not incur expenses before the approval of this form. Please submit a copy of this Interim Travel Exception Request with any Travel Expense Report for audit purposes.

PLEASE TYPE INFORMATION IN THE FOLLOWING FIELDS. DO NOT USE HANDWRITING.

TRAVELER'S FIRST NAME:		TRAVELER'S LAST NAME:		
DEPARTMENT:		CONTACT NAME/EMAIL/PHONE:		
EVENT NAME/TITLE:		LOCATION DESTINATION: (City, State, Country, Venue)		
DETAILED PURPOSE OF TRIP/EXPLANATION OF NECESSITY:				
DEPARTURE DATE:		RETURN DATE:	OTHER UW EMPLOYEES:	
ESTIMATED COST:		FUNDING LIMITED TO:		
Allocated	Fund	Department	Program	Project/Grant
Is this travel essential for you to perform your duties?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been asked to attend a conference/meeting as a presenter or panelist?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Could the business be accomplished through other means (e.g. videoconference)?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Could this trip be postponed or canceled?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

AFTER COMPLETING THE TOP SECTION, COMPLETE BELOW AND ROUTE FOR SIGNATURE APPROVAL

Signature of Traveler <i>(typed name is acceptable)</i>	Print Name if not typed	Date
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I have reviewed this request and recommend that it be approved.

Signature from VP for Finance & Administration <i>(typed name is acceptable)</i>	Print Name if not typed	Date
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