



Out-of-Country Travel and for Travel to Hawaii - complete this form and attached to the Travel Authority. (this form is not required for travel to British Columbia, Canada)

Traveler's Name	Destination	Date(s) of Trip

All four sections below must be filled in.

1. Purpose of Trip:

2. How does the trip relate to the employee's work assignment?

3. Description of expected benefits:

4. Provide a brief statement of whether an alternative approach could have provided the same results (teleconferencing, video conferencing, etc.)

This form must be signed by a vice president/president's office **prior** to the trip. Attach this form to your travel authority.

Traveler's signature: _____

Date: _____

President's/V. President's signature: _____

Date: _____