UW-Madison Out-of-State Travel Approval Form

This form is to be completed in advance of traveling and must be attached to payment/reimbursement requests paid in whole or in part on Funds 101, 104 or 402.

Traveler’s Name:

Destination:

Purpose of Trip:

Date of Departure: Date of Return:

Estimated Trip Cost:

Intended Funding Source: Fund: Department ID: Program: Project:

This trip is approved for the following reason(s):

☐ Travel is essential and necessary for you to perform your duties

☐ You are a conference presenter or panelist

☐ The business could not be accomplished through other means (e.g. teleconference)

☐ There were no alternative sites closer to campus that would result in lower travel cost

☐ The trip could not be postponed or canceled without significant fiscal consequence

☐ Other (please explain):

Approvals

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