



**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: \_\_\_\_\_

