



REQUEST FOR EXEMPTION FROM OUT-OF-STATE TRAVEL FREEZE

Requestor: _____ Title: _____

Department/College: _____ Extension: _____

Campus Address: _____

CHECK ONLY ONE: UNIVERSITY AUTHORITY UMA CFC HSF FRD

1. Travel Purpose: _____

Travel Destination: _____

2. Total Estimated Cost of Travel - Transportation, Hotel, Meals, Fees, Etc.: \$ _____

3. Source of Funding: _____

4. If State or UMA Funding is proposed, is another source available? _____

5. What Source? _____

6. Describe why the travel is critical to the mission of the University (Attach Additional Sheets if Necessary):

APPROVAL:

Comments: (optional) _____

Approved: _____ Disapproved: _____

BY: Vice President/CEO or Dean

_____ Date: _____

SUBMIT APPROVED FORM WITH TRAVEL REQUISITION

Process - Request for Exemption for Out-of-State Travel

- Out-of-State Travel cannot be paid from State, Authority, or UMA funds (including indirect cost and “residual” funds) without prior approval by the area Vice President/CEO or Dean.
- The form, either approved or denied, will be returned to the requestor. If approved, processing can be initiated and must accompany the Travel Requisition form.
- Travel completed by February 14, 2001, does not require approval.