



REQUEST FOR OUT-OF-STATE TRAVEL Addendum Form for Facility Services

This form must be submitted for approval to your Department Director for any requests for out-of-state travel. Following is the criteria to be considered for exceptions:

- 1. *Commitment has already been made and employee is registered with non-refundable costs incurred*
- 2. *Employee is on a program committee, a board or is a speaker*
- 3. *Attendance is limited to the fewest number of employees necessary*
- 4. *Attendance constitutes mission critical training (safety or technical)*
- 5. *Travel is paid for by non-UW funding*
- 6. *Attendance at this function will allow employee to gather critical and timely information*
- 7. *Attendance at this function will be less expensive and more valuable than hiring consultants*

Employee name and position:

~~XXXXXX~~

Submittal date:

Event name and location:

Dates of trip: _____ to _____

Exemption Criteria Met: **(provide justification below)**

You must attach UW Travel Authorization Request and/or Trip Report, as necessary.

Department Director

Date

Associate Vice President

Date