

**University of Wisconsin-Whitewater
Absent from Campus & Out of State Travel Request**

Name:

Department:

Reason for Absence (Check one):

Non-Business Vacation Dates:
 Leave without Pay Dates:
 Planned Sick Leave Dates:

Business Travel with Reimbursement for Expenses (if out of state fill out bottom)
 Travel without Reimbursement for Expenses

Itinerary for Business Related Absence:

Dates:	Destination:	Purpose:	
Account to be charged:	(org code)	Estimated Expenses	Amount
Project / Grant:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mileage	
If yes, Name:		Airfare	
<small>This form, when approved by supervisor, provides proof that travel status was "in line of duty," and that the purpose was conducting business on behalf of the University of Wisconsin-Whitewater. You are, therefore, exempt from payment of Wisconsin sales and use tax for meals and lodging under s77.54(9a) Wisconsin Statutes. University of Wisconsin-Whitewater is not issued a State Tax Number since it is specifically excluded from the tax under s.77.54(9a) Wisconsin Statutes.</small>		Registration	
		Lodging	
		Meals	
		Other	
		Total	

Out of State Questionnaire:

- You are welcome to attach additional pages to justify your travel.

Is this travel essential and necessary for you to perform your duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a conference presenter, panelist, or committee member?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Could the business be accomplished through other means (tele- or video conference)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are there alternative sites closer to campus that would result in lower travel costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
In the case of travel to an event, is it necessary for more than one employee from a division to attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Could the information be shared with colleagues by the person who was authorized to attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Could the trip be postponed or canceled? What is the fiscal consequence of postponing or canceling the trip?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Signatures:	Date:	
Requested by:			
Supervisor:			Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Director:			Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Dean/Division Head:			Approved <input type="checkbox"/> Yes <input type="checkbox"/> No

Dean/Division Head Approval (signature required or forwarded email) required for Out of State Travel (except Minneapolis and Chicago). Follow Department Guidelines when requesting sick leave/vacation.