**REQUIREMENTS FOR OUT OF STATE TRAVEL (ON LINE)**

* Travel Request(s) should be submitted 2 weeks in advance of the actual travel dates for approval processing. ♦On line travel request should be filled out in detail (description of trip/remarks – how your classes will be covered in your absence).
* Funding: ♦Attach approved funding, budget request and/or grant confirmation.
* Airfare: ♦ Out of Pocket (online) requires – purchased airfare plus 2 quotes. (reimbursable expense)

 ♦Departmental purchase (FCM Travel Solutions) – must have approved travel request.

* Lodging: ♦Out of Pocket (online) requires actual receipt and/or printed confirmation of payment.

 (reimbursable expense)

 ♦Departmental purchase – must have approved travel request before lodging can be confirmed. Including for Student Ensembles /Student travel.

* Per Diem: ♦Contingent upon available funding
* Travel Info: ♦It is required to **attach one of the following: a program, a schedule, conference** i**nformation** upon return from travel to justify any reimbursements.
* Agenda: ♦Needed for multiple stops and/or locations – dates/times
* Expenses: ♦Should be estimated high to cover any unexpected additional expenses.

**NO EXPENSE TRAVEL**

* Travel Request(s) should be filled out w/no reimbursable expenses listed.

 ♦ All expenses paid by sponsor and/or event host.

**REQUIREMENTS FOR INTERNATIONAL TRAVEL (PAPER REQUEST)**

* Travel Request(s) should be submitted 4 weeks in advance of the actual travel dates for Board approval. Travel request should be filled out in detail (description of trip/remarks).
* Funding: ♦Attach approved funding, budget request and/or grant confirmation.
* Airfare: ♦ Out of Pocket (online) requires – purchased airfare plus 2 quotes. (reimbursable expense)

 ♦Departmental purchase (FCM Travel Solutions) – must have approved travel request.

* Lodging: ♦Out of Pocket (online) requires actual receipt and/or printed confirmation of payment.

 (reimbursable expense)

 ♦Departmental purchase – must have approved travel request before lodging can be confirmed.

* Per Diem: ♦Contingent upon available funding
* Travel Info: ♦It is required to attach one of the following: a program, a schedule, conference information upon return from travel to justify any reimbursements.
* Agenda: ♦Needed for multiple stops and/or locations – dates/times
* Expenses: ♦Should be estimated high to cover any unexpected additional expenses.

**REMINDER: TRAVEL REQUEST(S) MUST BE COMPLETED AND APPROVED FOR SUMMER TRAVEL (OUT OF STATE OR INTERNATIONAL) WHEN UTILIZING UNIVERSITY STATE APPROVED FUNDS.**