

**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:**

<b>Dates:</b>	<b>Destination:</b>	<b>Purpose:</b>	
<b>Account to be charged:</b>	<b>(org code)</b>	<b>Estimated Expenses</b>	<b>Amount</b>
<b>Project / Grant:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mileage	
<b>If yes, Name:</b>		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

	<b>Signatures:</b>	<b>Date:</b>	
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.**