

Out of State Travel Requests

➤ *How to complete Out of State Travel Request*

Top Box:

- In the PeopleSoft Vendor ID field enter either your employee ID or social security number.
- In the KU Account or Fund field indicate the account or fund that the expenses are to be paid from. If traveling on grant related business, this should be the grant number that the travel is related with.
- If funds are received from the School of Engineering, Graduate School, or other outside source, please indicate the amount. Source should be indicated under KU Account & Fund.
- Travel requests will not be approved without fund citation.

Name, Title & Department: self explanatory

Destination:

- Starting from: Lawrence, KS;
- Destination 1: City you are traveling to
- Destination 2: City you traveled to
- Destination 3: Lawrence, KS

For the purpose of:

- Why are you traveling? Attending what conference? What are the conference dates?
- If arrival date or departure date is in excess of the conference dates (other than travel time) please indicate the reason.
- Example 1: Traveling to Keystone, CO to present paper and attend American Institute of Aeronautics and Astronautics Modeling & Simulation conference from 8/21/06 to 8/24/06
- Example 2: Present paper and attend American Institute of Aeronautics and Astronautics Modeling & Simulation conference from 8/21/06 to 8/24/06. Additional days are to attend conference-related meetings scheduled outside of conference dates.

Date of Official Business: Conference or meeting dates

Travel Dates: Date of departure and date of return

Cost Estimation:

- Airfare: Enter total cost of airfare. If paying for your own airfare, submit 3 price quotes with Out of State Travel Request form. Contact Tom if you will be using State travel.
- Car rental: Only to be used if traveling to event with rental car or if cost of public transportation is higher than the cost of the rental
- Actual Lodging: How many nights at what rate per night?
- Meals: Please indicate to Amy what your estimated departure and return times are in order to complete this section correctly. *Example:* Depart at 11:30am on 8/16, return at 1:45am on 8/24
- Meals included in registration: Please indicate to Amy if any meals are included with the registration fee. *Example:* 3 lunches & 1 dinner

➤ ***How to submit Out of State Travel Requests***

Manual Form:

1. Pick-up form from Amy
2. Complete for and Sign
3. Return form to Amy with copy of the Event Announcement and 3 airfare quotes.
4. Include copy of notification from outside source such as the School of Engineering or the Graduate School.

Electronic Form:

1. Complete form online
2. Save form to desktop or other easy to find place
3. E-mail form to Amy as an attachment
4. Amy will notify you when form is ready to sign
5. Provide a copy of the Event Announcement and 3 airfare quotes at time of signing

Forms must be submitted at least 2 weeks prior to travel date for purpose of University approval and to provide insurance.