

**WVU Department of Medicine
Out of the Country Travel Policy**

Travelers planning a work related trip out of the country, which includes Hawaii, Alaska, Puerto Rico and Canada, must adhere to the following guidelines:

1. A letter requesting approval should be prepared at least 2 months in advance. The letter must contain the following information:
 - a. Location
 - b. Dates of the trip
 - c. Source of funding for expenses
 - d. Purpose of the trip (e.g. presentation, visiting professor, etc)
2. The request must be signed by the section chief
3. Request sent to the Chairman's office for review/approval
4. Chairman's office routes to Dean's office for final review/approval
5. Chairman's office returns request to section with approvals/denials indicated to section

If any departmental funds are covering expenses, prior approval is required even if vacation time is used for all or part of the trip.

Updated 11/19/10