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