

Training, Conference, & Travel Request

University Facilities (UF)
 Internal Standard: 03.D.05.02
 Effective Date: August 1, 2024
 Last Modified Date: August 1, 2024
 Approved by: Todd Barnette

Procedure

This completed form and the event agenda must be submitted to the Director of Employee Development no less than two weeks prior to the travel date. After Approval, the Travel Request must be entered in Concur one week prior to the travel date.

Employee Name:		
Event:		
Date of Event:		
Destination:		
Purpose:		
Estimated Cost:		
Supervisor's Approval		Date
Director Approval		Date
Director of Employee Development Approval		Date
Is Agenda Attached?		