

**UNIVERSITY OF CONNECTICUT**

**OFFICE OF THE PROVOST**

**REQUEST FOR APPROVAL OF TRAVEL**

In light of the state travel ban, we must adopt a system of tracking and approval of all out-of-state, including international, faculty and professional staff travel requests. This form does not include invited speakers coming to campus. The approval of the Provost is required in all cases, prior to travel arrangements being made. Approval is delegated to the school or college Dean or regional campus director, vice provost or vice president for direct reports in the following circumstances only:

- 1) Travel on grant or gift direct funds (Ledger 5 and Ledger 6);
- 2) Travel on AAUP development funds administered through the VPRGE office and UCPEA development funds;
- 3) Travel to speak at another institution whereby the host institution is paying the travel expenses. Remember to complete the Report of Necessary Expenses (<http://www.audit.uconn.edu/ethicslinks.htm>) and notify supervisor of time away from campus.

The process for approval at this level is a decision of the appropriate administrative head. A summary of such requests should be forwarded to the Provost Office on a weekly basis.

**Out-of-state travel on Ledger 2 funds is prohibited.**

Out-of-state travel on Ledger 4 funds or on UConn or Law School Foundation funds is limited to essential travel only and requires the completion of this form.

Essential travel includes:

- 4) Travel in connection with program accreditation and student assessment;
- 5) Out-of-state supervision of clinical placements;
- 6) Travel for graduate students presenting research papers from funds set aside for those purposes
- 7) Travel for faculty to deliver conference paper(s) and/or poster(s) that are selected through a competitive process or to serve in an official capacity (session organizer, session chair, journal editor, etc.)
- 8) Travel by students as part of their academic experience
- 9) Travel for fundraising purposes by appropriate administrators

Please complete the information below and submit this form through your department head (or directly to your Dean for schools and units without departments) for approval prior to making travel arrangements.

Except for #1-3 noted above, final approval will be given by the Office of the Provost. If a group is traveling together, only one form needs to be submitted.