



**REQUEST FOR APPROVAL TO ATTEND OUT OF STATE CONFERENCE**

(Travel should not be entered in Concur until fully PRE-approved)

This approved document must be attached to the Concur Travel Request

**DATE**

Is there a comparable conference in California? YES NO N/A

**Traveler Name**

**Job Title**

**Department**

**City & State of Conference**

**Title of Conference**

(No Acronyms Please)

**Dates of Travel**

**Estimated Cost**

**Funding Source**

(Dept., Grant, Etc.)

**Justification for Travel**

**APPROVALS**

**Director or PI (if applicable)**

**Dean**

**Area Vice President**

**Vice President Business Services**

**President**

**CHANCELLOR APPROVAL:**