GENERAL POLICY

The performance of the mission of UW-Extension frequently requires travel by its employees outside the State of Wisconsin. Out-of-state travel is associated with educational delivery, maintenance of collaborative relationships with public and private groups and participation in professional development opportunities. The knowledge gained, exchange of information, generation of new ideas, and interaction among interested individuals through participation at events enhances the delivery of extension programming in Wisconsin and fulfills UW-Extension’s professional obligations as a national and international leader in extension, public service, continuing education, and public broadcasting.

To ensure that resources are used wisely, UW-Extension requires that employees receive prior approval at the supervisory level or higher for out of state travel.

Travel beyond the borders of the 48 contiguous states is appropriate in some cases. Requests for travel outside the 48 contiguous states must be reviewed and receive prior approval by the Department Chair, Dean/Director or designee and by the Provost/Vice Chancellor or designee.

PROCEDURES

Travel Within 48 Contiguous States

1. The method used to grant approval for travel within the 48 contiguous states is to be determined by the Dean/Director and/or Department Chair. Requiring the completion of the Out-of-State Travel form is at the option of the traveler’s respective divisional or departmental offices.

Travel Outside the 48 Contiguous States

1. Traveler completes the Request for Out-of-Country Travel form in advance of traveling outside of the 48 contiguous states. Information must include: the name of the traveler, purpose, cost, funding source, departure and return dates, mode of travel and the names of other UW-Extension employees attending the same event.

2. The "purpose of the trip" section should be completed in an explicit, meaningful and descriptive fashion that makes it clear why the travel is necessary and how the trip is related to the traveler's work responsibilities, the benefits that will accrue to the institution, division, department or how the trip will benefit program clients/constituents. Attach an additional sheet if necessary.
3. The form must be signed by the requestor, department chair, dean/director (or their
designee) and the Provost/Vice Chancellor or designee. Names of designated individuals
should be sent to Business Services and the Provost/Vice Chancellor's Office and be kept
up-to-date.

4. After approval by the Provost/Vice Chancellor or designee, the form will be returned to the
respective divisional office. The divisional office retains the "Dean" copy and sends the
"Institution" copy to Business Services. All remaining copies are sent back to the
department. The department retains the "department" copy. One copy is attached to the
Travel Expense report and the "Travel Agency Invoices" copy is attached to any direct
airfare invoice processed for payment.

Questions regarding divisional internal policies and procedures should be referred to the respective
Divisional Business Office. Questions regarding institutional policies and procedures may be
referred to Business Services personnel (262-0180).

Out-of-State Form  http://www.uwex.edu/business-services/travel/documents/out-of-
statetravelapprovalrequestformApril2009.doc

Out-of-Country Form  http://www.uwex.edu/business-services/forms/travel/Out-of-
CountryTravelApprovalRequest.doc

G:\BPS\BUSVCS\POLICY\7E.DOC