

Instructions for completing the online out-of-state travel request form:

- A.) The following key fields must be completed or the form will not be processed:
 - 1.) City
 - 2.) State
 - 3.) Campus Phone Number
 - 4.) Dept/Division/Address
 - 5.) Account/Subcode or Chartstring
 - 6.) Name
 - 7.) EMPLID/SS#
 - 8.) Date of Departure
 - 9.) Date of Return

- B.) Must be typed
- C.) Review the red comment box
- D.) Print form
- E.) Click submit
- F.) Click reset for new form
- G.) Printed form signed by authorized signature
- H.) Forward signed form to Travel Desk