



OUT-OF-STATE TRAVEL EXEMPTION REQUEST

Traveler's Name:

Dates of Travel:

Purpose of Travel:

I am hereby requesting an exemption to HC out-of-state travel restriction due the following reason (check one box below):

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Travel funded by a grant or a contract, where such travel is specifically allowed.

☐

Travel funded by non-state funds to fulfill a requirement of regulatory agency, an accrediting body, or an institutional association.

☐

Travel funded by non-state funds for student recruitment and outreach purposes.

☐

Travel funded by Student S&A funds.

Please attach this form to travel request via ctcLink. Please note that this exemption is not valid until both the budget manager and the VPA have signed. Until then please do not make any travel arrangements.

☐

Faculty seeking only maximum allowable PD funds do not need to complete this form.

Approval

Budget Manager / Supervisor

Approval

Vice President for Administration