

## Out of State Travel Request Form

**Instructions:** To request permission to attend a conference outside of California, please complete the form, obtain your supervisor's signature and deliver to the President's Office. Once approved, please complete the other forms required for travel approval, which can be found on the Business & Finance Office [webpage](#) for forms and guidelines. As per AP 6390 Travel, all travel outside the lower 48 states requires approval by the Board of Trustees.

Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Phone extension \_\_\_\_\_

Name of activity/conference \_\_\_\_\_

Conference dates \_\_\_\_\_

Proposed source of funding \_\_\_\_\_ Approximate total \_\_\_\_\_

1. How is your role in the institution supported by attendance at this conference?

2. Have you attended this conference before? When?

3. Are you an approved conference speaker? If so, did you receive prior approval to serve in this capacity from your supervisor?

4. Are you representing a statewide professional organization for this conference?

5. Will you accompany students who will attend and what is your role? How many students?

6. Will you participate in this conference as a member of an NVC team? Please list others:

7. What other conferences have you participated in this academic year? How were they funded?

8. What do you hope to learn from this conference?

9. How will you apply what you learned when you return to campus? How will you inform others about what you learned?

10. If you are making a long-term commitment based on what you learned, how will you and your manager follow through?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent/President Signature

\_\_\_\_\_  
Date