

College of Agriculture

Out-of-state travel waiver request form

Please complete this form with Department Head/ Business Manager approval. Once completed, email to either Dean Plaut or to the appropriate Associate Dean according to mission area (workflow shown below).

Please include Matt Clawson mclawson@purdue.edu on the approval email. If approved, the form should be attached to the travel request in Concur.

Travel within Indiana is allowed. Domestic travel outside of Indiana MUST be approved.

Name(s) of travelers:

Dates of travel:

Destination:

Funding Source:

Estimated Cost:

Reason travel is essential:

Can traveler(s) be absent from campus for the duration of any travel/quarantine period without prejudicing other work responsibilities? Y/N

Can travel be conducted in full compliance with public health guidance issued by both the State of Indiana and the destination state at the time of travel? Y/N

Does fiscal approval at the grant or other funding source level support the travel? Y/N

Additional information to support answers to Y/N questions as needed:

***Travel approval contingent on University travel guidelines and safety at time of travel.**

Approval Workflow:

Academic Program Travel:	Christine Wilson	wilson1@purdue.edu
Extension Travel:	Jason Henderson	jhenderson@purdue.edu
International Programs Travel:	Jerry Shively	shivelyg@purdue.edu
Research Travel:	Bernie Engel	engelb@purdue.edu
All other travel:	Karen Plaut	kplaut@purdue.edu

Department/Unit Head

Matt Clawson, Director of Financial Affairs

Dean/Associate Dean