



REQUEST FOR APPROVAL TO ATTEND OUT OF STATE CONFERENCE

(Travel should not be entered in Concur until fully PRE-approved)

This approved document must be attached to the Concur Travel Request

DATE

Is there a comparable conference in California? YES ☐ NO ☐ N/A ☐

Traveler Name

Job Title

Department

City & State of Conference

Title of Conference

(No Acronyms Please)

Dates of Travel

Estimated Cost

Funding Source

(Dept, Grant, Trust, etc)

Justification for Travel

(If students will be traveling, please include the number of students)

APPROVALS

Director or PI (if applicable)

YES ☐

NO ☐

Dean

YES ☐

NO ☐

Area Vice President

YES ☐

NO ☐

Vice President Business Services

YES ☐

NO ☐

President

YES ☐

NO ☐

CHANCELLOR APPROVAL:

YES ☐

NO ☐