**PAPERWORK NEEDED FOR TRAVEL APPROVAL**

1. Signed Absence on Duty form Y/N
2. Faculty itinerary (excel spreadsheet) Y/N
3. Quote from travel agent (Campus Travel or STA) Y/N
	1. Two quotes required if personal leave during trip
		1. One quote business only Y/N
		2. Other quote business + leisure Y/N
4. Acceptance letter for conference or email correspondence invitation for research Y/N
5. Advertised dates of conference Y/N
6. If teaching, dates of teaching Y/N
7. Receipt for travel insurance Y/N
	1. Staff travel insurance needed if more than **7** days annual leave/personal days Y/N
	2. Student travel insurance needed if **any** annual leave/personal days

Y/N

1. Copy of annual leave approval (staff only) Y/N