

College of Agriculture

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 the state that **will not be reimbursed** (e.g. departmental or university vehicle) **does not** require the completion of the Travel Waiver Request Form.

Travel within the state for which you **will seek reimbursement** requires the completion of the form.

- If you will travel multiple times throughout the spring and summer to in-state field sites to conduct research and/or Extension related activities, a request for occasional travel to these sites may be made on one request.
- If you will travel only once or twice during spring and summer to a location(s) for the same purpose, complete a Travel Waiver Request Form for each trip.

Name(s) of travelers:

Dates of travel:

Destination:

Funding Source:

Estimated Cost:

Reason travel is essential:

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

Approval Work Flow:

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