

### **USM/SSU OUT-OF-STATE TRAVEL INSTRUCTIONS**

1. Prepare this form and submit all copies to the Accounts Payable Office at least 30 days in advance of an out-of-state trip. In addition, the original registration form must accompany this form to the Accounts Payable Office if it is to be prepaid.
2. All travel must be approved, in advance, of any out-of-state/out-of-country travel.
3. Complete the "Estimated Cost" section before submitting to the Accounts Payable Office. Also, indicate the method of payment for the registration and transportation fee (if applicable). If any fee is to be prepaid, etc. then all appropriate/adequate documentation must accompany this approved form.
4. Only the approved and indicated dollar amounts will be reimbursed to any employee. If more than one department has approved expenses to be paid, then each department and amount must be indicated.
5. Reimbursement will occur once the employee has filed an Expense Account, with all of the appropriate documentation and receipts, after the trip has been completed.
6. A separate form must be filed for each person each trip.
7. Each employee will be notified when this form has been approved.