

| <b>Out-of-State Travel Authorization Approval Process<sup>2</sup></b> |                                       |                                                                                     |                                                 |
|-----------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Staff Member Submitting</b>                                        | <b>Travel Funding Source</b>          | <b>Concurrence/ Agreement (Signature)</b>                                           | <b>Approval Authorization (Signature)</b>       |
| County Extension Staff                                                | County or Other Non-MSU Local Funds   | County Extension Director <sup>3</sup>                                              | Regional Extension Director <sup>2</sup>        |
| County Extension Staff                                                | MSU-Federal, State, or Targeted Funds | County Extension Director <sup>2</sup> and Regional Extension Director <sup>2</sup> | Fund Source Administrator                       |
| County Extension Director                                             | County or Other Non-MSU Local Funds   | none                                                                                | Regional Extension Director <sup>2</sup>        |
| County Extension Director                                             | MSU-Federal, State, or Targeted Funds | Regional Extension Director <sup>2</sup>                                            | Fund Source Administrator                       |
| District Agent                                                        | Budgeted MSU                          | none                                                                                | Regional Extension Director <sup>2</sup>        |
| District Agent                                                        | Non-Budgeted MSU                      | Regional Extension Director <sup>2</sup>                                            | Fund Source Administrator                       |
| Regional Extension Director                                           | MSU                                   | none                                                                                | MSUE Director <sup>2</sup>                      |
| State Program Staff                                                   | all                                   | none                                                                                | Appropriate Associate Vice-Provost <sup>2</sup> |

<sup>2</sup> All MSUE Staff requesting Out-of-State Travel Authorizations are reminded to complete a "Travel Authorization Voucher" form at least 30 days prior to the proposed departure date. This enables concurrence to be achieved and to document the travel as an MSU Extension-related professional or administrative activity. All international travel requires the approval of the Dean of the MSU College of Agriculture and Natural Resources.

<sup>3</sup> After the travel request is prepared, the approval process is initiated by sending it to the person occupying this position.