

- **All out of country must have a cover page in addition to the travel authorization form.**
 - The cover page needs to be an explanation of why they are requesting permission to travel out of the country, showing benefits to the university and to the employee.
 - There should be signature lines at the bottom for the department chair, college dean, OIA Vice Provost (David Schmidt), Provost (Brad Bartel), and the President (Sidney A. McPhee) to sign.
 - The travel authorization and all supporting documents should be attached. Missing documents will delay the processing of the request.