**Out-of-State Travel Permission Form**

*Please complete all sections in blue*

**Travel Grant Recipient Information**

|  |  |
| --- | --- |
| **Name of Traveler:** |  |
| **Research Agency:** |  |
| **Position:** |  |
| **Research Project #:** |  |

**Description of Travel**

|  |  |
| --- | --- |
| **Title of Event:** |  |
| **Purpose of Travel:** |  |
| **Destination:** |  |
| **Dates of Travel (departure/return):** |  |
| **This travel request has been discussed with and agreed by TDOT Lead Staff.** | |

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| **Please attach a copy of the grant recipient’s invitation to participate if applicable:** |
| *Copy information into this field or attach invitation as a separate document.* |

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| **Justification of attendance for benefiting the corresponding research project:** |
|  |

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| **Cost Estimation - Breakdown:** |
| *Please itemize airfare, hotel, meals and incidentals, and any other travel costs related to the event.* |

**FOR INTERNAL PURPOSES ONLY**

|  |  |  |
| --- | --- | --- |
| **TDOT Date Received:** |  | |
| **Approvals:** | **Signatures:** | **Date:** |
| **Research Office Supervisor:** |  |  |

*Approved Out-of-State Travel Permission Form must be included together in the quarterly progress report so the documentation can be included as part of the reimbursement request that is sent to TDOT. We cannot reimburse for travel unless you include the proper documentation.*