

**University of Kentucky**  
**REQUEST FOR AUTHORIZATION OF OUT-OF-STATE/COUNTRY TRAVEL**  
**County Extension Agents and Support Staff**  
**Send to Area Extension Director - Copy To Regional Support Staff**

NAME OF PERSON TRAVELING	UK PERSON ID	POSITION

Source of Funds: (Travel, Professional Improvement...)\_\_\_\_\_

County:\_\_\_\_\_

Dates of Travel:\_\_\_\_\_

ESTIMATED EXPENSES	Estimated Amount To Be Paid by County Credit Card	Estimated Amount To Be Paid by Employee
Employee Leave Request in MYUK Must Also Be Completed		
<b>Total</b>		

From (Origin)\_\_\_\_\_To (Destination)\_\_\_\_\_

Date(s) trip to be taken (Include travel time) \_\_\_\_\_

Does the trip include personal time? YES ☐ NO ☐ If yes, state business travel dates\_\_\_\_\_

Purpose of trip (Cite benefit to Kentucky Cooperative Extension. (Do not abbreviate organizational names)

\_\_\_\_\_  
 \_\_\_\_\_

If more than two employees of the University are going to this event, how many and why?\_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Will a registration fee be prepaid by County Business Credit Card?\_\_\_\_\_

Travel Method: \_\_\_\_\_ Air \_\_\_\_\_ Personal Vehicle \_\_\_\_\_ County Owned Vehicle

I hereby certify that all UK Employee and Extension Travel policies have been followed in planning for this trip.

\_\_\_\_\_  
**Signature of Traveler**

\_\_\_\_\_  
**Date**

I hereby certify that it is necessary for the person named above to make this trip on official business connected with the duties of his/her position and that all UK Employee Travel policies have been followed.

\_\_\_\_\_  
**Signature of Area Extension Director**

\_\_\_\_\_  
**Date**