



Out-of-State Request for Multiple Representation

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Revised Date 9/30/2005

The Arizona Board of Regents requires prior approval of attendance at an out-of-state seminar, conference, etc., by more than two University employees. Provide the following information for each individual and obtain the appropriate approvals.

Name	Empl ID	TE Number

Date of Departure:	Date of Return:
Destination:	
Name of Conference or Meeting:	

Reason for attendance by more than one person (check all that are applicable):

- Conducting or participating in a program or presentation of paper.
- Officer of organization sponsoring the conference or is performing a specific function at conference or seminar (i.e. member).
- This is a major recruiting conference in the field. It is desirable for the University to send a recruiting team in an effort to attract candidates to NAU employment.
- The conference is a collection of multiple disciplines or specialties requiring attendance by more than one person.
- This is a major conference in the field. Attendance by more than one University representative serves to demonstrate University prominence in the field and provides participants with an opportunity to confer with colleagues.
- Other (Explain)

Approved: Appropriate Official/Supervisor

Date