



STATE OF ILLINOIS

OUT OF STATE TRAVEL REQUEST

Date of Submission: Agency Name: Person(s) traveling: Total cost/person: Destination: Date(s) of proposed travel:	
Agency Director signature:	Date:

To be used in conjunction with restrictions placed on out of state travel. Please include the following information for all out of state travel requests.

- 1. What is the purpose of the travel?**
- 2. How is the travel critical to the agency's operations? What are the consequences if travel is denied?**
- 3. Please provide detailed travel expenses by funding source.**
- 4. Please provide any additional information necessary to justify the exception.**

NOTE: All out-of-state travel requests must be submitted to the Governor's Office of Management and Budget (GOMB) online travel system at least 30 days before the planned travel start date.