

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

Department Name: _____

Employee Name	EMPL ID

Date of Departure:	Date of Return:
Destination – City, State or City, Country:	
Name of Conference or Meeting:	

Reason for attendance by three or more employees, check all that apply:

- Conducting or participating in a program or presentation of a paper or research.
- Officers of organization sponsoring the conference or are performing a specific function at conference or seminar (i.e. members).
- This is a major recruiting conference in the field. It is desirable for the University to send a recruitment team in an effort to attract candidates for 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: Department Chair/Director

Date