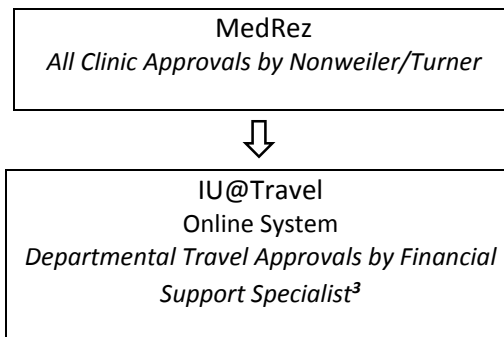
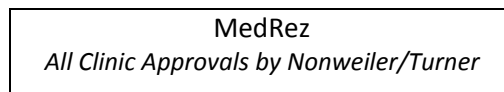


# Residency Clinical/Precepting Faculty/Providers<sup>2</sup> Out of Office Requests

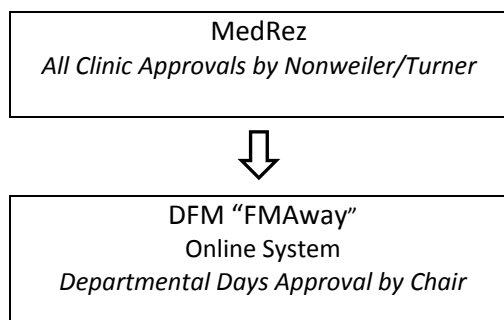
## All Out of State Travel<sup>1</sup> and In-State Travel using Departmental Funds



## Vacation Requests and In-State Travel with NO Departmental Charges



## Use of Consulting Day(s) Request



<sup>1</sup>All IU travelers are required to obtain prior-authorization for any out-of-state trip. This allows the IU Traveler Safety Committee to report on the presence of any faculty or staff that may be present in a particular region, should a conflict or natural disaster occur. Authorization is achieved through the creation of a new trip in IU's online travel system. The electronic trip document will route to the responsible fiscal officers for review, and their approval constitutes official authorization. If a trip document has not been created prior to departure, the traveler's department and the broader IU safety community may be unaware that he or she is present in a conflict or disaster region, or may find the traveler unreachable. This could prevent access to the full range of emergency support that would typically be provided to IU travelers.  
<https://protect.iu.edu/travel/authorization>

<sup>2</sup>Al Achkar, Busha, Delbridge, Fryman, Hasenour, Hernandez, Lobo, McMillan, Nonweiler, Sevilla, Sneed, Willis, Wilson, Wong, Behavioral Health Intern

<sup>3</sup>If days/funding are an issue; Vice Chair of Finance and Administration will review for approval