

## Notice of Intent to Travel

Any travel outside of the state of Michigan must be reported to Human Resources.

The dates of travel and location you will be going must be reported for monitoring reasons. Upon return, all guidelines in the travel policy must be followed.

Dates of travel: \_\_\_\_\_

Location of travel: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource: \_\_\_\_\_ Date: \_\_\_\_\_

One copy in red file one copy given to supervisor to be placed in employee file