

#### 5.02.0 — Travel Out-of-State

Conferences or Meetings of Associations and Professional Groups - held for the purpose of studying current developments or problems. The following criteria will apply:

- The justification must be complete and demonstrate the need for attendance, and trips must be limited to those, which yield an identifiable benefit to the university.
- There must be a plan under which the information gained will be communicated for effective use by the university.
- The absence of the participant must not unduly interfere with service to the public or operation of the university's program.
- The subject matter must be related to the participant's responsibilities and he/she must be qualified to apply the information.

The reasons for out-of-state travel can be as follows:

- Recruiting: for the purpose of filling vital program positions in university service.
- Representation: one person representing the university at meetings, hearings, or discussions that will commit or affect SDSU.
- The meeting must be expected to materially affect the university's interest, and the person sent must be authorized to represent the state.
- Training: for the purpose of obtaining scientific, technical, professional or management skills.