

**Domestic Out-of-Area Work Location
Restricted State Justification Form**

This form should be completed and submitted for consideration at least 8 weeks prior to the intended start of any domestic out-of-area work in a restricted state ¹

New Hire
Current Employee

Name (first and last)	College/Division
Proposed Position at RIT	Supervisor (name and title)
Physical location of proposed work (City, state, and zip).	Type of proposed location (Personal home, satellite office, established location)
Start date of proposed position	End date of proposed position
Travel to RIT required? (If yes, indicate frequency and duration).	Department account code

Please describe the reason for this request (ex. change in work location with no change in status/responsibilities, sabbatical/professional leave, new hire, etc.):

Please describe the work that will be performed in the Domestic Out-of-Area Work Location – teaching (how many classes, how many contact hours), research, advising students, other:

¹ Please refer to the Domestic Out-of-Area Work Location Policy for a list of supported (unrestricted) states. All other states are considered restricted and require use of this justification form.

Please provide the justification for hiring in a restricted state:

Has approval for the hire, including administration of costs per the policy, been approved by Senior Leadership (Dean, VP, AVP)?:

Signature:

Hiring Manager

Signature:

Senior Leadership