

REQUEST FOR APPROVAL BY PRESIDENT OR PRESIDENT'S DESIGNEE  
FOR STATE EMPLOYEES TRAVELING TO FOREIGN COUNTRIES

This form is required to request advance approval of travel in, to, or from a destination that is **NOT in the United States, a possession of the United States, Mexico or Canada.**

**PART 1 – To be completed by the traveler in advance of travel**

Traveler's Name: \_\_\_\_\_

Travel Dates: \_\_\_\_ / \_\_\_\_ /20\_\_ through \_\_\_\_ / \_\_\_\_ /20\_\_

Destination(s): Country \_\_\_\_\_ City \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Business Purpose of Travel: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Benefit of Travel to U.T. Dallas: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Source of Funds:       Federal Funds (account range "630000-636999") Fly America Act applies.  
                                   State Funds (any account beginning with "2")  
**(check one box)**       Local Funds (any account **except Federal Funds or those beginning with "2"**)  
                                   No cost to University

Signature of Traveler: \_\_\_\_\_

**Instructions to Traveler: After completing and signing Part 1, deliver original of this form (with a copy of the fully-signed travel authorization attached) to your supervisor for approval.**

**Part 2 – Supervisor's Approval**

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Supervisor: \_\_\_\_\_

**► Instructions to Supervisor: After signing the original of this form, forward the request and a copy of the travel authorization to the Office of the Vice President for Business Affairs.**

**Part 3 – President's or Designee's Approval**

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

**Instructions: After originals are signed by the President, or his designee, one will be forwarded to the traveler and one to the Procurement Management Office (Travel Coordinator) and a copy will be maintained by the Office of the Vice President for Business Affairs. A copy of this completed approval form must be attached to the travel voucher for reimbursement of any foreign travel expenses.**