

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.