

## Out-of-State, Foreign, and Field Trip Course Approval Form

(This form does not apply to Internships or to Field Trips that do not include an overnight stay. Send original form to the Office of the Executive Vice President and Provost, AD23. Retain a copy for your files.)

Institution The University of Texas at Dallas	Date
Course Prefix, Number, Section and Title	Destination – city/state/country (if more than one, list the first location of the series)
Faculty	
Approximate Dates of Travel:	
Length of Course in Number of Weeks: (see Policy Memorandum 86-III.30-47 Courses Offered in Shortened Format <a href="http://www.utdallas.edu/provost/memos/PM-47.doc">http://www.utdallas.edu/provost/memos/PM-47.doc</a> )	
Semester Credit Hour value of the course:	
Objectives of Course	
Rationale for Travel	
Mode of Transportation	

Policy and procedures for University sponsored travel involving students or members of the public are posted at this website: [www.utdallas.edu/BusinessAffairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm).

**FROM THIS WEBSITE ATTACH COMPLETED COPY OF EXHIBIT B14-A, STUDENT/TEAM/GROUP TRAVEL/OFF-CAMPUS ACTIVITY CHECKLIST, OR THE DATE THE CHECKLIST WILL BE PROVIDED PRIOR TO THE TRIP:** \_\_\_\_\_

Please check one:      State funded course \_\_\_\_\_      Non-state funded course \_\_\_\_\_

Name of degree(s) to which course credit applies: \_\_\_\_\_

Name of department/program sponsoring the trip  
(e.g., GLE MBA, Geosciences, Science Education, etc.) \_\_\_\_\_

Person completing this form: \_\_\_\_\_      Extension: \_\_\_\_\_

Department/Program approval: \_\_\_\_\_      Date: \_\_\_\_\_