

REQUEST FOR APPROVAL BY PRESIDENT OR PRESIDENT'S DESIGNEE FOR STATE EMPLOYEES TRAVELING TO FOREIGN COUNTRIES (Research Assistants and Teaching Assistants complete Exhibit B14)

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 traveler prior to travel

(NOTE: Subsequent to travel, an approved copy of the Request for Travel to Foreign Countries and Travel Authorization must be attached to your Travel Voucher in order to be processed for reimbursement of any foreign travel-related expenses).

Traveler's Name: _____

Travel Dates: _____ / _____ / 20____ through _____ / _____ / 20____

Destination(s): Country _____ City _____

Country _____ City _____

Country _____ City _____

Business Purpose of Travel: _____

Benefit of Travel to U.T. Dallas: _____

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

Signature of Traveler: _____

Instructions: Upon completion of Part 1, attach approved Travel Authorization and obtain Supervisor's approval.

Part 2 – Supervisor Approval

Signature of Supervisor: _____ Date: _____

Title of Supervisor: _____

Instructions: Upon your signature for approval, forward original copy of the Request for Travel to Foreign Countries and Travel Authorization to the Office of the Provost for final approval.

Part 3 – Office of the Provost Approval (or Designee, if applicable)

Signature: _____ Date: _____

Instructions: Upon approval, forward to the Office of the Vice President for Business Affairs for processing. Scanned copies of the approved Request for Travel to Foreign Countries and Travel Authorization will be emailed to the traveler. Originals will be forwarded to Procurement Management for final processing.