

**Request for Governor's Approval for  
State Employees Traveling to Foreign Countries  
(Using State Appropriated Funds)**

1. Agency/Institution: The University of Texas at Dallas Agency Code: 738
2. Individual Traveling: \_\_\_\_\_ Position Title: \_\_\_\_\_
3. Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_
4. Contact Person and Phone Number: \_\_\_\_\_
5. Places to be Visited:

Country: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Cost of Trip:  
(Include only state appropriated funds.\*)
- |                          |           |              |
|--------------------------|-----------|--------------|
| (a) Transportation       | \$        | _____        |
| (b) Other Transportation | \$        | _____        |
| (c) Lodging              | \$        | _____        |
| (d) Meals                | \$        | _____        |
| (e) Registration Fee     | \$        | _____        |
| (f) Other                | \$        | _____        |
| <b>TOTAL</b>             | <b>\$</b> | <b>_____</b> |

7. Attach an explanation and justification of the trip.
8. Statement and signature of applicant and agency administrator:

"I hereby certify to the Governor that the purpose of this trip is official business of the state and is necessary for the proper performance of this state agency's statutory functions. I further certify that I am aware of any travel advisory issued by the United States Department of State regarding a warning against or restriction on travel to the destination of this trip, and am aware of the potential risks associated with travel to that destination."

_____ Applicant	_____ Agency Chief Administrator
	_____ Title
Approval: _____ Governor's Office of Budget and Planning	_____ Date

PLEASE SUBMIT TO:  
GOVERNOR'S OFFICE OF BUDGET AND PLANNING  
P.O. BOX 12428  
AUSTIN, TX 78711  
PHONE: (512) 463-1778 FAX: (512) 463-1880

\* State appropriated funds are those funds appropriated in the General Appropriations Act and held within the State Treasury.