

Student / Team / Group Foreign Travel Authorization - Exhibit B14-F

- Advanced travel authorization is required for trips in, to, or from a destination NOT in the United States or Puerto Rico.
- Complete the student international travel authorization process at least 3 weeks prior to departure: utdallas.edu/rs/student-authorization/.
- Students include Research Assistants, Teaching Assistants, and Teaching Associates.
- Complete Participant Roster on Page 2 if more than one participant will go on this trip.

Part 1 – To be completed by Responsible University Official (RUO) / Authorized Sponsor

Group / Student Name: _____	
Name(s) of Faculty and / or Staff Traveling with the Student or Group: _____	
Travel Dates (mm/dd/yy) from: _____	through _____
Destination(s): City _____	Country _____
City _____	Country _____
Purpose of Travel: _____	
Mode of Transportation: _____	
Name of Hotel: _____	Location: _____ Phone _____
RUO/Sponsor Authorization. Signature by the RUO/Sponsor indicates the student or group has completed all travel authorization requirements utdallas.edu/rs/student-authorization/ and that all applicable University procedures related to student travel and state employee travel will be followed.	
RUO / Sponsor Name : _____	Emergency Phone _____
Signature of RUO / Sponsor _____	
Date (mm/dd/yy) _____	
Estimated Expenses	Transportation _____ Lodging _____ Meals _____ Other _____
Account #: _____	
Name and Signature of Employee with Signature Authority for the account _____	
Date (mm/dd/yy) _____	
Forward original Exhibit B14-F and all student travel documents to the International Center at SSB34 at least 3 weeks prior to departure.	

Part 2 – International Oversight Committee

Travel requests to High Risk Regions require approval by the IOC prior to departure. utdallas.edu/rs/hrr/	
Intl Center Rep Initials _____	<input type="radio"/> This destination does not require IOC authorization. <input type="radio"/> This destination requires IOC authorization
IOC Authorization – Signature by the International Center Representative indicates IOC authorization.	
Name and Signature of the International Center Risk and Safety Office Representative _____	
Date (mm/dd/yy) _____	
Forward original of Exhibit B14-F to the Office of the Dean (corresponding student's academic unit) and send a copy to the UT Dallas Police.	

Part 3 – President or President's Designee

Signature by the President or President's Designee indicates authorization for this trip.	
Name and Signature of President or President's Designee _____	
Date (mm/dd/yy) _____	
Upon approval, forward original of Exhibit B14-F to the Office of Procurement Management at AD34. E-mail scanned copy of the B14 – F to educationbroad@utdallas.edu ; For additional information, visit the International Center web page: utdallas.edu/rs/student-authorization/	

Participant Roster

Complete Participant Roster if more than one participant will go on this trip

No.	Name	Title / Affiliation
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Attach a separate sheet, if necessary.