

### Request for Foreign Travel

Travel Rep. Name

Travel Rep. Phone Number

Travel Rep. Email

Traveler's Name

Traveler's Employee ID

Destination(s)

From/Travel Dates

To/Travel Dates

#### Justification for Foreign Travel:

Approvals below indicates the above named traveler has been approved for foreign travel.

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Printed Name of Dean

\_\_\_\_\_  
\*Signature of International Programs

\_\_\_\_\_  
Printed Name of International Programs

\_\_\_\_\_  
Signature of Provost

\_\_\_\_\_  
Printed Name of Provost

\_\_\_\_\_  
Signature of President/Designee

\_\_\_\_\_  
Printed Name of President/Designee

**\*Send form to the Provost office for signature and scanning into Image Now. After President's Approval form should be routed to the Travel Office to complete process.**