

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.**