

**INTERNATIONAL BUSINESS TRAVEL**  
**(see Policy FIN - 35)**



**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**College / Unit:** \_\_\_\_\_

**Purpose and outcome of the travel; benefits of the travel to the University (attach explanatory and supporting information, such as an approved Recruitment Plan, as appropriate and available):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Travel Purpose:**

☐ Business only      ☐ Primarily Business combined with Personal      ☐ Business combined with Primarily Personal

Last Day at Work "on Site": \_\_\_\_\_ First Day of Travel: \_\_\_\_\_

Last Day of Travel: \_\_\_\_\_ First Day Back at Work "on Site": \_\_\_\_\_

**Travel Itinerary:**

| Date | Destination | Contact Information | Purpose<br>(Business or Personal) |
|------|-------------|---------------------|-----------------------------------|
|      |             |                     |                                   |
|      |             |                     |                                   |
|      |             |                     |                                   |
|      |             |                     |                                   |
|      |             |                     |                                   |

**Travel Budget:**

| Expenses                   | AED | Explanation                            |
|----------------------------|-----|--|
| Air Travel                 |     | (get airfare quote from Travel Center) |
| Other Transportation       |     |  |
| Registration               |     |  |
| Accommodation              |     |  |
| Meals and Incidental Items |     |  |
| Other (specify)            |     |  |
| Total                      |     |  |

**Budget Center / Code:** \_\_\_\_\_

Name and Position of person assuming on-site responsibilities during absence: \_\_\_\_\_

**Other University travel taken during the current and past academic years:**

| Date | Destination | Purpose |
|------|-------------|---------|
|      |             |         |
|      |             |         |
|      |             |         |

**Other University travel planned for the current and next academic years:**

| Date | Destination | Purpose |
|------|-------------|---------|
|      |             |         |
|      |             |         |

Signature of Traveler: \_\_\_\_\_

Date: \_\_\_\_\_

**Support of Supervisor**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Support: yes / no

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Recommendation of Dean / Director**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Recommendation: yes / no

Confirmation of budget capacity: yes / no

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval of Deputy Vice President (Finance and Administration)**

Approval: yes / no

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Copy: per the foregoing, Financial Services, Travel Services