REQUEST FOR APPROVAL OF INTERNATIONAL TRAVEL

A written statement must be provided on this form that fully explains the specific benefits to the University from this travel and how this travel supports University goals and mission. This form must be signed by the traveler and their supervisor.

This form must be completed and attached to an associated Travel Authorization form prior to obtaining Provost/Vice Chancellor and Chancellor signatures on that Travel Authorization form. Once approved, submit the original Request for Approval of International Travel form and the original Travel Authorization form to Procurement Services for processing.

NAME				TITLE			
DESTINATION(S)							
DATES OF MEETINGS		TO		DATES OF TRAVEL		TO	

PURPOSE OF TRAVEL: (Include Title and Sponsor of Meeting)

STATEMENT OF SPECIFIC BENEFITS TO THE UNIVERSITY FROM THIS TRAVEL AND HOW IT SUPPORTS UNIVERSITY GOALS AND MISSION:

REQUIRED SIGNATURES

EMPLOYEE X	DATE SUBMITTED X
SUPERVISOR X	DATE APPROVED X

SUBMIT ALONG WITH TRAVEL AUTHORIZATION FORM