International Travel Request and Approval Form

***** Send completed form to Office of the Provost, 560 H.F. Robinson Building.***

NAME: _____

TRAVEL DATES: _____
(Begin) (End)

AIR TRAVEL
TO/FROM: _____

CAR RENTAL: _____ Yes _____ No

UNIV. CAR: _____ Yes _____ No

PURPOSE OF TRAVEL: _____

_____

_____

ESTIMATED
TOTAL COST: _____

FUND #: _____

POLICY #100: A completed Policy #100 form must be attached to this document. If not, this form will not be approved and will be returned to the requestor.

APPROVALS:

	Signature	Date
Supervisor		
Acct. Officer (if different)		
Dept. Head		
Dean		
Provost/VC		
Chancellor		

Please return approved form to _____ in the department of _____.
(traveller or departmental secretary)