



## Request for Foreign Travel Form

*Requests must be submitted to the President's Office at least 45 calendar days (excluding university holidays) prior to proposed travel dates.*

Employee Name\* \_\_\_\_\_ Title \_\_\_\_\_ Office Ext # \_\_\_\_\_

Employee Email\* \_\_\_\_\_ UIN\* \_\_\_\_\_ Cell Phone #\* \_\_\_\_\_

Gender\* \_\_\_ Male \_\_\_ Female DOB\* \_\_\_\_\_ Departure Date\* \_\_\_\_\_ Return Date\* \_\_\_\_\_

Total Days of Travel\* \_\_\_\_\_ Type of Travel: Study Abroad \_\_\_ Foreign Travel \_\_\_ Estimated Expense \_\_\_\_\_

Destination Country\* \_\_\_\_\_ Destination City\* \_\_\_\_\_ Account #\* \_\_\_\_\_

*\*Required to obtain foreign travel insurance.*

Purpose of the trip (Include the benefit to the state and university): \_\_\_\_\_

---



---



---

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Provost / Vice President \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

Chancellor's Approval \_\_\_\_\_ Date \_\_\_\_\_  
 (use of state funds only)

### Required TrainTraq Training

Trip Leaders/Sponsors are responsible for ensuring that all travelers complete the required training courses listed below at least two business days prior to the scheduled departure date.

**Export Controls** (TrainTraq Course# 2111212) is required of all employee's (faculty, staff, student employees, etc.) annually.

**International Travel Safety** (#2111728) and **U.S. Foreign Corrupt Practices Act** (#2113639) are required of all faculty, staff, students and other non-students (auditors, guests, VIP's, etc.) every three (3) years.

### Required Submittal of Foreign Travel Information

All foreign travel information must be entered into Concur/eTravel at [www.concursolutions.com](http://www.concursolutions.com)

#### All Approved Copies Will Be Sent By Academic Affairs To:

1. Travel Department– [travel@tarleton.edu](mailto:travel@tarleton.edu)
2. Export Control – [exportcontrol@tarleton.edu](mailto:exportcontrol@tarleton.edu)
3. Risk Mgmt. – [riskmgt@tarleton.edu](mailto:riskmgt@tarleton.edu)

### Clery Travel Information

Student lodging information must be provided to the Clery Coordinator within 30 days of return from travel. Send information to [riskmgt@tarleton.edu](mailto:riskmgt@tarleton.edu)