

**THE TEXAS A&M UNIVERSITY SYSTEM  
REQUEST FOR FOREIGN TRAVEL PAID FROM APPROPRIATED FUNDS**

(Chancellor's approval required only for foreign travel paid from appropriated funds held in the State Treasury.)

**3 Digit Agency Code:** \_\_\_\_\_ **Agency Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Account Name:** \_\_\_\_\_

**Name of Traveler(s):** \_\_\_\_\_ **Title:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Destination:** \_\_\_\_\_ **Date Departing:** \_\_\_\_\_

**Date Returning:** \_\_\_\_\_

**Purpose of Trip:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Approval Recommended:**
- 1. Department Head \_\_\_\_\_
  - 2. Dean \_\_\_\_\_
  - 3. VP/VC \_\_\_\_\_
  - 4. CEO \_\_\_\_\_

**Chancellor's Approval:**  
\_\_\_\_\_

**Submit original form to:**  
The Texas A&M University System  
Office of the Chancellor  
A&M System Building, Suite 2043  
200 Technology Way  
College Station, Texas 77845-3424

Original - Office of the Chancellor

Approved Copies:  
1. Attention: \_\_\_\_\_  
Agency Name: \_\_\_\_\_  
Fax No: \_\_\_\_\_

2. System Office of Budgets & Accounting  
Attention: Audra Wilkinson  
Fax No: (979) 458-6102

\* Requests must be submitted to the Chancellor's Office at least 30 days prior to proposed travel dates.  
\*\*Travel to Canada and Mexico is exempt from reporting requirement.  
\*\*\*See 80<sup>th</sup> General Appropriations Act, H.B. 1, Article IX, section 5.08(i) for additional information.