

TEXAS A&M INTERNATIONAL UNIVERSITY

FOREIGN TRAVEL REQUEST

Employee Name: _____
 Title: _____
 Department: _____

Traveler UIN: _____
 Work Phone #: _____
 Employee Cell #: _____

Funding Account # _____
 Funding Account Name: _____

Purpose of Travel: (Explain purpose and benefit to TAMIU) Attach itinerary and/or conference information.

Are Texas A&M International University students traveling with you on this trip? Yes No

Travel Dates: Departure - _____ Return - _____
 Travel Destination (s): _____

Is the travel to a country currently under a Travel Warning? Yes No

Current Travel Warnings can be found at: www.tamus.edu/offices/risk/international-travel-risk-status/

If country/region is listed as extreme risk, the extreme risk questionnaire MUST be completed. The questionnaire can be found at: <http://www.tamui.edu/adminis/safety/documents/InternationalTravelQuestionnaire-4.pdf> Train traq course#2111728 International Travel Safety: Safe Passage MUST be completed for any foreign travel. Proof of completion MUST be attached.

Traveler's Signature: _____

Print Name
Signature
Date

Travel Approved By:

Supervisor/Dept. Head - _____

Print Name
Signature
Date

Dean - _____

Print Name
Signature
Date

Safety/Risk Manager - _____

Print Name
Signature
Date

Export Control Empowered
 Official - _____

Print Name
Signature
Date

Provost/Appropriate VP - _____

Print Name
Signature
Date

President - _____

Print Name
Signature
Date

Submit completed form at least 30 days prior to departure to Accounts Payable - Travel: KL152, Fax 326-2139, or email accountspayable@tamui.edu. Questions? Call 956-326-2817.