

**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: <http://assets.system.tamus.edu/files/safety/pdf/travelrisk.pdf>

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.

I understand I will be provided a security report containing the current travel warnings in effect for my destination. I understand it is my responsibility to review this information prior to departure and contact the Office of Environmental Health and Safety to discuss any questions I may have regarding potential risks associated with this travel. _____
Traveler's Initials

Traveler's Signature: _____
Print NameSignatureDate

Travel Approved By:

Supervisor/Dept. Head - _____
Print NameSignatureDate

Dean - _____
Print NameSignatureDate

Safety/Risk Manager - _____
Print NameSignatureDate

Export Control Empowered Official - _____
Print NameSignatureDate

Provost/Appropriate VP - _____
Print NameSignatureDate

President - _____
Print NameSignatureDate

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.