The Texas A&M University System

Request for Foreign Travel

*Requests must be submitted to the President’s Office at least 45 days prior to proposed travel*

3 Digit Agent Code: **751**
Agency Name: **Texas A&M University-Commerce**

Account Number(s):  
Account Name:  
Name of Traveler(s)  Title

1.  
2.  

Destination  Date Departing  

Approximate $  Date Returning  

Purpose of Trip:
1. Please attach a detailed proposal including the approximate cost, the purpose of the trip and the benefit to the state/university.

2. Please attach a detailed day by day itinerary with anticipated outcomes.

3. Will there be any personal time included in this trip? Y  N  If so, please specify dates:  

Approval Recommended:
1. Department Head  Date  
2. Dean  Date  
3. Associate VP for Global Programs  Date  

4. Vice Provost Research & Dean of Graduate Studies  Date  
   (Signature required if using a Grant account)

5. Provost  Date  
6. CEO  Date  

Chancellor’s Approval: (State Accounts Only)

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, TX 77845-3424

Approve Copies:
1. Rhonda Ferguson  Texas A&M University-Commerce  
   Fax 903-886-5010

2. System Office of Budgets & Accounting  
   Attention: Audra Wilkinson  
   Fax (979) 458-6101

*Requests must be submitted to Chancellor’s Office at least 30 days prior to proposed travel date*