**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\****

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

**Name of Traveler: Title:**

Destination Date Departing

Approximate $ Date Returning

 **Are students traveling as well? Y** **N** **If so, please provide lodging information on a separate page**

**Account Number(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Grant Account:** **Y**\_\_\_\_**N**\_\_\_\_

**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:

4.Please attach a statement to explain how your teaching assignment(s) will be covered while on this trip.

**Training Required:**

1.International Travel Safety: Safe Passage has been completed (attach successful completion notification).

2.Export Controls & Embargo Training – Basic Course has been completed (attach successful completion notification).

**\*Approvals Required\***:

1. Department Head Date

2. Dean Date

3. Director 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)