U. T. SYSTEM INTERNATIONAL TRAVEL APPROVAL FORM

Required for foreign business-related travel by UT System chancellor, presidents and spouses

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| |  |  | | --- | --- | | **Traveler’s Name:** |  |  |  |  |  |  | | --- | --- | --- | --- | | **Travel Dates:** |  | through |  | | **Does any portion of the above travel period include time for personal travel?** | Yes  No | If yes, please specify dates for personal portion of travel:        through      . | |  |  |  |  |  | | --- | --- | --- | --- | | **Travel Destination\*:** | |  | | | **Business Purpose of Travel: please be specific** | | *Example: Travel to Spain to meet with administrators and professors at the Universidad de Cantabria to discuss their current student exchange programs, and developing an exchange with our institution.* | | |  | | | |  |  |  | | --- | --- | | **Benefit of Travel to Institution: please be specific** | *Example: To develop a new exchange agreement with an exemplary international school. By expanding our offerings in this area, the institution is able to allow students the chance to enhance their foreign language and intercultural skills, international business acumen, and establish international networking relationships with their peers, business leaders, and academicians.* | |  | |   **Estimated Travel Expenses:**  **Check box if travel is at no cost to institution**   |  |  |  |  | | --- | --- | --- | --- | | Airfare *(first class airfare generally not refundable)* | $ | Ground Transportation | $ | | Lodging | $ | Meals | $ | | Registration | $ | Other | $ |     **Account Name and Number Charged For Travel Expenses:**  **\****State funded accounts may not be used for foreign travel expenses*, *except for approved travel   to Canada and Mexico.*   |  | | --- | |  |   **Signature of Traveler:**   |  | | --- | |  |  |  |  | | --- | --- | | **Approved:** |  | | PRINT NAME: |  | | TITLE: |  | | DATE: |  | |  |  | |